# Managing Your Career Path 4 Keys to Career Management



## **ASSESS**

A description of your personal wants and needs in a career. List Your Top 5 Values - In Order.

This is your baseline that will set your expectations of what you are looking for in a career/job.

### **EXPLORE**

A list of possible career options or opportunities for further consideration. Industry Trends? Career Paths? Interests?

Revisit your values, competencies, and key characteristics. How might that change your perspective on opportunities? New lens in which to operate and find opportunities.

## **ANALYZE**

A career opportunity that you will pursue. Where Do You Want to Go? Opportunities you have identified match your needs? Values? Job Satisfaction?

Are there other roles/opportunities that offer you the same wants/needs/interests that are outside of your current role or organization?

## ACT

Build a plan for developing and measuring the skills and behaviors which are required for your desired opportunity.

This last key is about "What Do I Need to Do? & Putting it all Together". Create your clear action plan for intentional transition and preparation for career movement getting you to new opportunities sooner.



## K I S S Guide To Managing Your Career

Ken Lawson, Rich Levin

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