



## Career Tips Thursday - 30 March 2023

### Managing your career according to your strengths

#### Worksheet 1 - When you are at your best: your top strengths

1. Think about what tasks or activities you perform with Ease, Excellence, Energy and Enjoyment during a typical workweek. Make a short list of these tasks.

1.....
2.....
3.....
4.....

2. When you are doing the task or activity that brings you joy and energy, **what strengths or talents are you using?** What makes it great for you? <sup>1</sup>

*Select up to five strengths from any of the categories below. (Write down more strengths if you need).*

In your best moment, what talent do you use to <b>get things done?</b>	In your best moment, what talent do you use to <b>generate ideas, think strategically, plan or solve problems?</b>	In your best moment, how do you <b>relate to others</b> in a way that helps you achieve your success?	In your best moment, how do you <b>influence others, or get them onboard?</b>
<input type="checkbox"/> I am very organized	<input type="checkbox"/> I analyze data/ information	<input type="checkbox"/> I connect easily	<input type="checkbox"/> I communicate easily
<input type="checkbox"/> I am disciplined	<input type="checkbox"/> I take time to reflect	<input type="checkbox"/> I am very inclusive	<input type="checkbox"/> I have charisma
<input type="checkbox"/> I remain focused	<input type="checkbox"/> I identify all options	<input type="checkbox"/> I am empathic	<input type="checkbox"/> I make decisions easily
<input type="checkbox"/> I believe in what I do	<input type="checkbox"/> I think creatively	<input type="checkbox"/> I care	<input type="checkbox"/> I can drive to action
<input type="checkbox"/> I can solve problems	<input type="checkbox"/> I can learn easily	<input type="checkbox"/> I am flexible	<input type="checkbox"/> I like healthy competition
<input type="checkbox"/> I'm detailed-oriented	<input type="checkbox"/> I can bring innovation	<input type="checkbox"/> I bring positivity	<input type="checkbox"/> I maximize results
<input type="checkbox"/> I can prevent risks	<input type="checkbox"/> I am fact-oriented	<input type="checkbox"/> I build consensus	<input type="checkbox"/> I am goal-oriented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Adapted from Gallup Clifton Strengths, Copyright © 2023 Gallup, Inc



**Worksheet 2. Choosing your options: the *strengths/values/conditions* matrix**

- Now that you have identified some of your top strengths, what are the **most important conditions/contributing factors** you need to make your strengths flourish? Pick up to five conditions from the list below and /or add more.

<input type="checkbox"/> A good work-life balance <input type="checkbox"/> Flexible work arrangements <input type="checkbox"/> Working with others (e.g., one-on-one, team, groups, internal, external) <input type="checkbox"/> My preferred office environment (e.g., small, large, HQ, Field) <input type="checkbox"/> Suitable salary and benefits <input type="checkbox"/> Opportunities for career growth <input type="checkbox"/> Possibility to work independently <input type="checkbox"/> Freedom to make decisions <input type="checkbox"/> Impactful and visible results <input type="checkbox"/> Strong connection to goal/impact <input type="checkbox"/> Availability of resources <input type="checkbox"/> Possibility to develop/grow/learn <input type="checkbox"/> Possibility to guide others/help others grow <input type="checkbox"/> ..... <input type="checkbox"/> ..... <input type="checkbox"/> .....
--

- Once you are aware of your strengths, values, and the main conditions you need to work at your best, you can use the matrix below to guide your decision-making and evaluate potential career goals. *Please note: it might be difficult to find a career goal that meets all your criteria. Therefore, try to prioritize what is most important to you.*

**Fill the table below** with your information, then cross-check every career goal with your Strengths, Values, and Conditions/Contributing factors.

Career goals	My strengths	My values	Conditions/Contributing factors
	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

**Guiding questions:**

- How can my top strengths be used to achieve this career goal?
- Does this career goal align with my most important values?
- Does this career goal meet my most important priorities/conditions?



**Example of matrix:**

<b>Career goal</b>	<b>Strengths</b>	<b>Values</b>	<b>Conditions/Contributing factors</b>
	1. I think creatively 2. I am a problem solver 3. I am empathic 4. I am disciplined 5. I learn easily	1. Freedom 2. Social justice 3. Family 4. 5.	1. Flexible work arrangements 2. Work-life balance 3. Work with others 4. Possibility to growth 5.
Work as an accountant in HQ locations	4	1,3	1,2, 3? 4?
Work in the field in emergency contexts	1,2,3, 4,5	1? 2	3,4