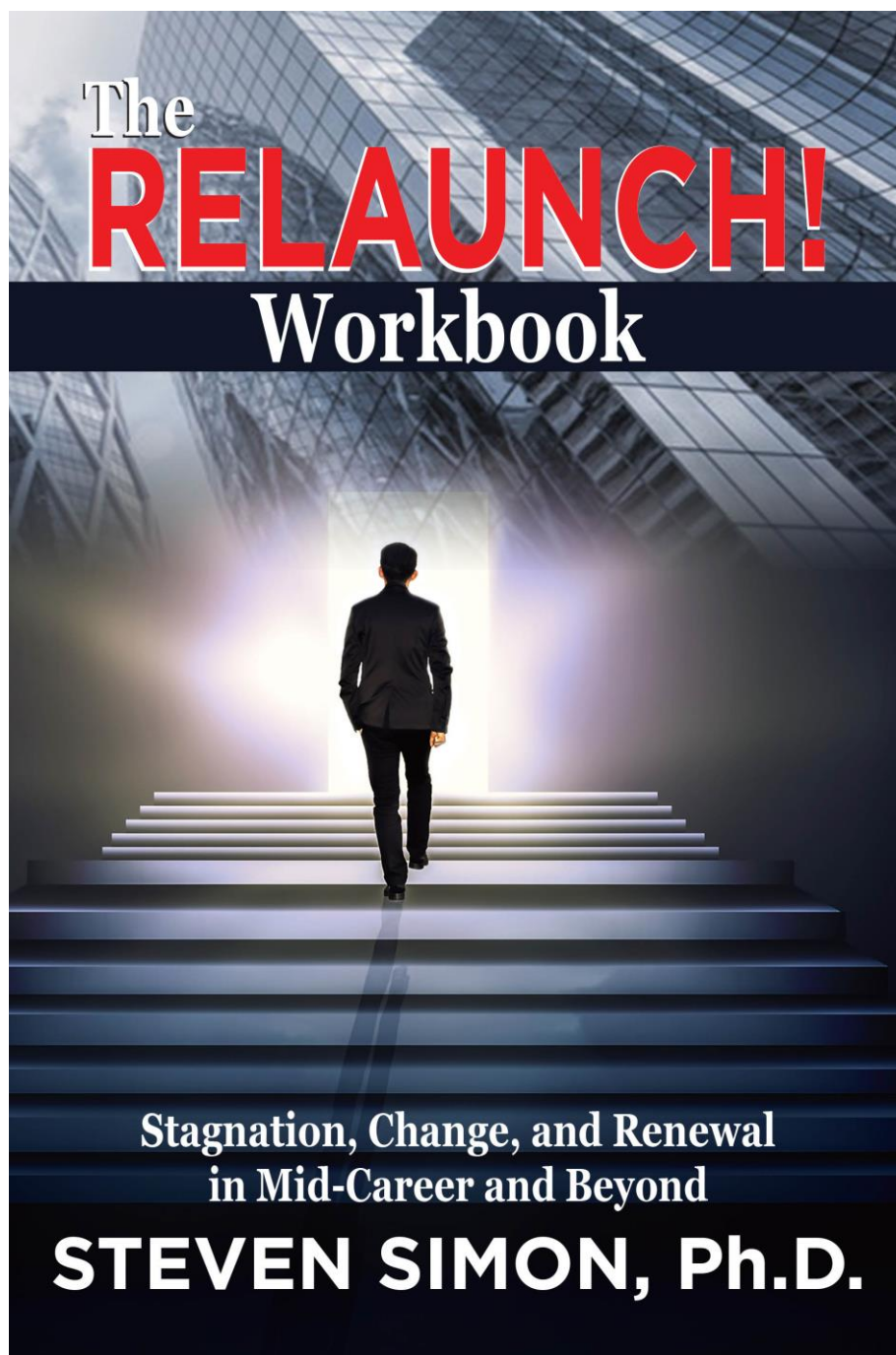


RELAUNCH! Stagnation, Change, and Renewal in Mid-Career and Beyond



Compiled by Bonnie Simon

Technical Editing by Steven Simon, Ph.D.

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The RELAUNCH! Workbook

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Introduction

Are you ready to find a new career? You're not alone. Career experts such as Alison Doyle estimate that [the average person changes jobs 10-15 times during his or her career](#). Simon Davies reports that [the average person will change careers 5-7 times during their work life](#).

The purpose of this workbook is simply to help you use the tools and principles described by Dr. Simon in *RELAUNCH! Stagnation, Change and Renewal in Mid-Career and Beyond*. As you work through the exercises, you will arrive at a better understanding of how the Intersection Principle applies to you.

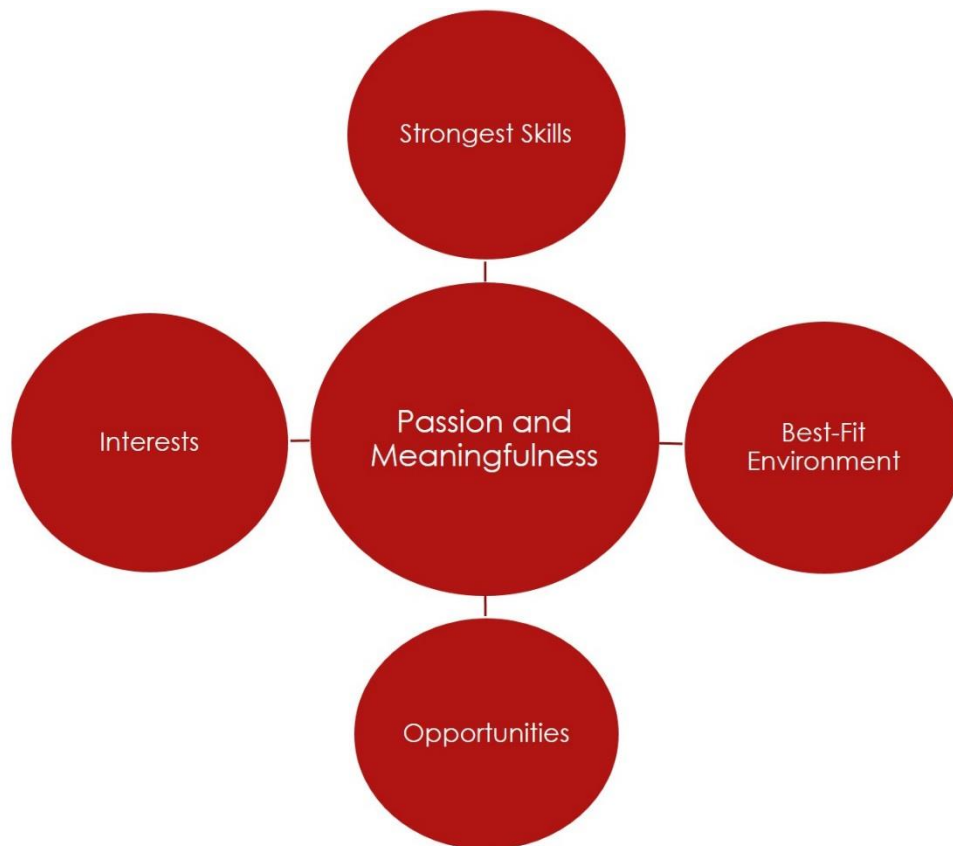
If you have questions, refer to the book for more information. Our goal with this workbook has been to simplify the process and give you a place to record what you learn about yourself. You'll find a lot more information in the book.

The Intersection Principle (page 40)

People often talk about their “dream job,” but how do you really know what’s right for you? Career counselors help people sift through the history of their education, hobbies, temperament, and many other factors in order to find the right career. Human beings are complex, and the vocational counseling field has developed many assessments, tests, and techniques to better assist career-seekers.

The intersection principle puts this all together to guide you toward the goal of landing in the *right* job. It simply states that *you are most likely to feel passion and meaningfulness in a job that occurs at the intersection of your best skills, your strongest interests, your best-fit environment, and the best matching job opportunities.*

It is a principle that deals with effectively putting career and job choices into practice in a way that maximally benefits you and an employer.



Identifying Job Skills

What are *job skills*? – proficiencies and knowledge needed to do your job tasks. Example: if one of your tasks is selling cars, a skill needed to sell cars is prospecting for customers (or sales prospecting).

Are job skills the same as *talents* and *aptitudes*? No. Talents, like singing or drawing; and aptitudes, like for doing math problems or fixing mechanical things are not skills. However, talents and aptitudes help you easily learn related skills.

In this exercise we will do an inventory of your skills. As you proceed, think carefully about this, because many skills will be hidden. That means that you have the skills but have forgotten about them.

We recommend that you carefully read Chapter 8 in the book before starting this exercise. You can also watch this [tutorial video](#).

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Skills Inventory Worksheets

Skills Part I – List of Skills

Worksheet 1 - Skills Learned through Jobs

List every job skill you can think of, but only if it's something you can still do or just need a little refresher training. It may help to think about each volunteer and paid job you've held in the past. What tasks did you do there? What did your job description say? Of the tasks you did, what skills were needed?

Here is an example of the job description (tasks) and some of the skills needed to successfully accomplish the tasks of a pharmaceutical sales representative job:

Job Description: Visits with prescribing medical personnel at offices and hospitals; introduces new medications for heart related conditions and their uses as well as comparisons to other drugs on the market; encourages physicians and nurse practitioners to try the medications with their patients; provides samples of medications; provides regular follow-up to answer questions and encourage use of our company's medications.

Skills:

Selling

Knowledge of antihypertensive medications

Customer service

Educating medical professionals

Researching medical information

Important: Be careful not to confuse tasks with skills. When you think about or list tasks you did, ask yourself the question "what proficiencies or knowledge did I need to do these tasks?" The answer to that question will be the skill(s) you will list in these worksheets. Refer to pages 52-54 in the book for more clarification and examples of how to write skills.

Go to the next page to start

Example: Sales Prospecting	Example: Process Development	Example: Programming in JavaScript :

Worksheet 2 - Skills Learned through *Education or Training*

What have you learned to do through training? What did you go to school for? List those skills here, as long as you can still do them or would just need a little refresher training. Include new skills that you are learning now.

Example: Course Development	Example: Bookkeeping	Example: Event Planning

Skills Part 2 – Combining skills

Worksheet 4 – Combining and Rating your Skills

First, combine and consolidate your detailed skills into a list of no more than 10-15 skills, each as concise as possible with a maximum of 12 words.

For example, if you've written "Editing documents for spelling" and "Fixing grammar", you can consolidate those two into "Editing written documents".

Second, rate the skills you listed using the following scale.

1 – One of my worst skills. I do not do this well at all.

2 – I rarely do well at using this skill.

3 – I have about average success in using this skill.

4 – I have good success in using this skill.

5 – I use this skill exceptionally well

	Skill	Rating
1	Example: Editing written documents	4
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Skills Part 3 – List of Strongest Skills

Worksheet 5

List only those skills which you rated 4 or 5. These are the skills that will help you be a star at work.

Example: Editing written documents

Assessing Your Job Interests

Self-Assessing Interests Per the Intersection Principle

This section consists of four parts:

Part 1 – You are going to take a short interest inventory. After instantly getting the results, you will be directed to corresponding occupations and jobs to explore online. You can then narrow down your selection of occupations or jobs to those consistent with your interest pattern.

Part 2 – You will rate your strongest skills from Worksheet 5 in terms of how much you enjoy using those skills.

Part 3– You are going to complete a worksheet that will align the occupations and jobs in which you are interested (Part 1) with the strongest skills you most enjoy using (Part 2). You may also include in this worksheet any occupations or jobs that did not show up in Part I that you think or know you want to pursue for a job now or for educational or training preparation.

Part 4 – Finally, this worksheet will help you associate your results in Part 3 with industries in which you may prefer to work. The result should be one or more occupations or jobs that are consistent with your overall interests, the skills at which you are best and most enjoy using, and any industries in which you would prefer to use your skills.

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Part 1

Begin this section by taking the [O*Net Interest Profiler](#). The O*Net Interest Profiler is free. After you get the results, go all the way through exploring related occupations and select up to 5 careers or jobs that seem interesting enough to pursue. List the careers or jobs here: (NOTE: If you have taken another interest inventory when receiving career services, e.g., the Strong Interest Inventory, you may use what you have learned from that alone or in combination with using the O*Net Interest Profiler.)

1.

2.

3.

4.

5.

If you are unable to list any careers, don't worry. Continue with the workbook and see the Concluding Comments at the end.

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Part 2

Worksheet 6

Copy the list of skills from Worksheet 5 and paste them in the Skills column of this worksheet.

Then, for each skill, write in one of the following ratings in the Rating column:

1 – I have no interest whatsoever in doing work using this skill.

2 – I usually have very little interest in doing work using this skill.

3 – I feel neutral about doing work using this skill.

4 – I am usually very interested in doing work using this skill.

5 – I intensely enjoy using this skill.

	Skills	Rating
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Part 3

Worksheet 7 – Your Possible Careers and Jobs

In the Occupations column list the occupations and jobs from Part 1 and add any other occupations or jobs that you think or know you want to pursue. If you've not been able to list any occupations or jobs in which you are interested, see the Concluding Comments section at the end of this workbook.

In the Skills column, list any skill that has a rating of 4 or 5 on Worksheet 6 that would be used in each occupation or job.

The occupations or jobs that correspond to some or all of the skills you enjoy using are the ones most likely to create feelings of passion and meaning when you do them in your most compatible environment. Place a star () next to those. If you are unable to place stars next to any of the occupations or jobs, continue with the workbook and see the Concluding Comments section at the end of the workbook.*

Occupations or Jobs	Skills

Part 4

Worksheet 8 – Interesting Industries

This worksheet will be most useful when you begin looking for a job.

To complete the interest assessment, see if you can further narrow the results from Worksheet 7 to industries in which you have a particular interest in working. If you can, you will be able to concentrate your job search in those industries. If not, you can omit industry as a criterion in the job search.

To locate possible industries of interest, first list the starred () occupations or jobs from Worksheet 7 on the Occupations and Jobs column of this worksheet. If none are starred, list all the occupations or jobs. Then, explore possible industries by going to <https://tinyurl.com/yc49nc4r>. This website allows you to choose an industry of interest and then explore whether the occupation or career you chose can be found in that industry. For each occupation or job in this worksheet identify industries of interest in which you can find it.*

Occupations and Jobs	Possible Interesting Industries

Assessing Your Best Fit Environment

In this section, you'll determine your own work environment preferences and then research organizations to see how well they match what you prefer. Use this information before and during a job search.

Worksheet 9 – Work Environment Personal Preferences

Think about each item and write down in the Personal Preference column specifically what you prefer for each aspect of your work environment. For example, for the first component and aspect in the table below, your personal preference might be "I like decisions to be based on clear-cut written rules, so everyone knows what is right or wrong. I don't like it when the criteria for decisions are unclear or vary by who you ask." Refer to chapter 12 in the book for clarification of Components and Aspects.

Component	Aspect	Personal Preference
Organizational Culture	Structured or Unstructured Decision Making	
	Work Hours	
	Time Off	
	Individual Creativity	
	Attitude Toward Customers	
	Emphasis on Honest Communication	
	Emphasis on Ethics and Fairness	
	Emphasis on Diversity	
	Accommodating to Disabilities	

Component	Aspect	Personal Preference
Work Teams	Opportunity for Leadership	
	Competitive/Collaborative	
	Conflict Handling	
	Opportunity for Promotion	
	Team Trust & Camaraderie	
	Control of Personal Schedule	
Supervision	Hands-on or Hands-off supervision	
	Opportunities to be Mentored	
	Clarity of Expectations	
	Frequency of Reviews	
Physical Environment	Location	
	Indoors/Outdoors	
	Office/Cubicle/Open Space	
	"Owned" or Shared workspace	
Company Size	A few employees? Thousands?	

Component	Aspect	Personal Preference
Other (specify)		

Go to the next page

Worksheet 10 – Best-Fit Worksheet

Use this worksheet to evaluate companies (pre-interview research) before applying for jobs or informational interviews, and after interviews. Chapter 12 in Relaunch will help you make appointments for informational interviews. We recommend printing a Best Fit Worksheet and Interview Notes page for each organization.

Instructions: Complete the form in pencil after pre-interview research. Then make corrections after the interviews.

- 1. For each Component, write in anything you learn that would help you optimize your best skills and interests in this organization’s environment. Also write in anything that would hinder optimizing them.*
- 2. Next, paying special attention to the Personal Preferences you wrote down in Worksheet 9, rate how well this organization fits what you want in your work environment.*
- 3. Highlight the three most important Components to you.*
- 4. Consider this a Best Fit Organization if you scored each of the three most important Components as High or Close to Perfect Fit after the interviews.*

Best-Fit Worksheet Example

Components	Aspects of this organization that will support optimizing your best skills and interests	No Fit	Limited Fit	Adequate	High Fit	Close to Perfect Fit
Similarity of interests to those with whom you would work	<i>The whole staff values quality writing like I do.</i>					X

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Best-Fit Worksheet

Name of Organization:

Components	Aspects of this organization that will support optimizing your best skills and interests	No Fit	Limited Fit	Adequate	High Fit	Close to Perfect Fit
Similarity of interests to those with whom you would work						
Organization culture						
Team(s) with whom you would work						
Nature and style of supervision						
Industry						
Physical environment						
Company size						
Other						

Best Fit Worksheet Notes

Name of Organization:

Pre-interview research notes:

Questions for interview:

Post-interview notes:

Go to the next page

Concluding Comments

When you complete this workbook, you will be ready and, on your way, to finding a job that will bring you a sense of passion for and meaning in your work. If, in your planning, you are not at the point of a job search, the workbook should have helped you clarify a career to pursue. You may need further training or education to become fully qualified for that career, or you may have to explore further to confirm your fit. The book can help you with those things.

It's important to know that a book and workbook will not be enough to help everyone achieve career fulfillment. For example, even after the exercises, some people find it impossible to find occupations in which they are interested. If while completing the workbook you find important issues that cannot be resolved, there is nothing wrong with you. Everyone is different and often a professional career counselor can help. Resources for assistance are available in the book.