

Finding the Right Job

Finding the right job takes time, energy, and sometimes luck. You will save yourself a lot of time and disappointment if you look and apply for jobs that focus on your strengths—and that are also in line with your values.

What are your strengths?

Consider each of the following and check the column that best describes your ability in that area.

	Good	Average	Poor
Language usage ability to communicate verbally and in writing	☐	☐	☐
Advanced math able to understand algebra, geometry, and more	☐	☐	☐
Social skills ability to meet, talk to, and get along with people	☐	☐	☐
Management skills ability to plan, organize, and implement programs and ideas	☐	☐	☐
Mechanical reasoning able to understand how things work	☐	☐	☐
Creativity ability to find new ways to do or say something	☐	☐	☐
Artistic have talent in music, art, drama, and/or dance	☐	☐	☐

Which is your strongest ability area?

What's important to you?

Think about what you need in order to thrive and be fulfilled in a job or career.

How important is each to you in a career?

	Very important	Somewhat important	Not important
Make good money	☐	☐	☐
Have regular work hours	☐	☐	☐
Work inside	☐	☐	☐
Do work that's creative	☐	☐	☐
Work mostly on my own	☐	☐	☐
Help others	☐	☐	☐
Do exciting work	☐	☐	☐
Have job security	☐	☐	☐
Work mostly with others	☐	☐	☐
Work outdoors	☐	☐	☐
Make a difference	☐	☐	☐
Be in charge	☐	☐	☐
Get along well with co-workers	☐	☐	☐
Have a good work-life balance	☐	☐	☐
Do work that's physical	☐	☐	☐
Have opportunities for advancement	☐	☐	☐

Look over your responses and choose the top four things you value in a career.

_____	_____
_____	_____

Name _____

Being Adaptable

Being adaptable means being flexible and keeping an open mind. Adaptability allows you to accept things that are new or challenging without resistance or fear. It also means that you're able to change your behavior and adapt to new situations. How can you be more adaptable?

Be open-minded. Listen to the ideas of others and be willing to change your thinking when presented with new information or a different perspective.

Do you consider yourself open-minded? Why or why not? _____

Go with the flow. Things often don't go exactly as they're planned. When this happens, try to relax, accept that the situation has changed, and go with the flow.

How do you react to a sudden change in plans? _____

Step out of your comfort zone. Trying new things and putting yourself in new situations helps you grow. It also makes it much easier for you to adapt to change in the future.

What is one thing that you consider to be outside of your comfort zone? _____

How adaptable are you?

Yes No

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Do you often get upset if plans fall through or change? |
| ☐ | ☐ | Do you have a hard time stepping out of your comfort zone? |
| ☐ | ☐ | Do you frequently not try something because you're afraid you will fail? |
| ☐ | ☐ | Do you have a difficult time thinking ahead or planning for the future? |
| ☐ | ☐ | Do you have a hard time with change in general? |
| ☐ | ☐ | Do you have a difficult time seeing other people's perspectives? |

Give yourself 1 point for every **No**. **Your score** _____

5–6 points: You're probably pretty adaptable. Keep it up!

3–4 points: You likely have some difficulty adapting to new situations. Try to be more open to change.

0–2 points: Dealing with change is likely a struggle for you. You'll be a lot less stressed and have a wider variety of experiences if you work on being more adaptable.

Name _____

Building Communication Skills

Having good communication skills will help you be successful in school, in your career, and in your personal life. Good communication goes two ways. Being able to express yourself is important, but so is paying attention to what others say. How can you be a better communicator?

Speak clearly. Work to make your speech clear and understandable. Be aware that your tone of voice can change the meaning of what you're saying.

Be a good listener. Make eye contact, ask questions, and really listen.

Pay attention to your body language. Be aware of your posture and facial expressions.

Are you a good communicator?

Yes	No	
☐	☐	Do you feel comfortable sharing your thoughts and ideas with family and friends?
☐	☐	Do you generally remain calm when you're involved in a disagreement?
☐	☐	Are you a good listener?
☐	☐	Do you feel confident expressing your opinions?
☐	☐	Do you notice and pay attention to other people's body language?
☐	☐	If you don't understand something, do you usually speak up?
☐	☐	Do you listen as much or more than you talk?

Give yourself 1 point for every "Yes." **Your score** _____

6–7 points: You're a good communicator. Keep it up!

4–5 points: You're on the right track. Identify areas that need work.

0–3 points: Your communication skills need some work. Practice developing your communication skills with those close to you, and ask them for feedback and suggestions.

Think about it

In which area of your life would you like to be a better communicator? _____

Name _____

Embracing Your Strengths

Your unique strengths and qualities are assets that can guide you toward a fulfilling and successful career!

List a few of your unique strengths or qualities below.

1. _____
2. _____
3. _____
4. _____
5. _____

Making the match

Draw a line to match each strength or quality listed on the left with a career type on the right that aligns with that strength. (Some strengths may apply to multiple job types.)

Strength/quality

creativity
empathy
problem-solving
leadership
analytical thinking
organization
communication
creative problem-solving
spatial reasoning
mechanical aptitude

Job type

a. entrepreneurship and innovation
b. counseling and therapy
c. consulting and strategy
d. human resources and management
e. data analysis and research
f. operations and logistics
g. public relations and communications
h. landscaping and horticulture
i. architectural drafting and design
j. carpentry, plumbing, and electric

Think about it

1. Which of these strengths/qualities do you possess? _____
- _____
- _____

Name _____

Building Conflict Resolution Skills

Conflict resolution is figuring out a solution to a disagreement. Conflicts can occur because of differences in personality, opinion, or even just a misunderstanding. How you deal with conflict is what's important. So what should you do if you find yourself in a conflict?

Communicate clearly. State your point of view in a calm, clear voice. Let others talk, and listen carefully.

Watch your body language. Show that you are open to discussion. Avoid clenched fists and crossed arms.

Stay calm. If things start to get heated, stop, take a deep breath, count to four, and exhale.

How good are you at resolving conflicts?

Put a check mark next to each of the following that you've done or been a part of.

- ☐ argued with parents
- ☐ disagreed with a teacher or professor about a grade
- ☐ got into a fight with siblings
- ☐ had an argument with a friend
- ☐ fought with a boyfriend/girlfriend
- ☐ had a disagreement during a group project
- ☐ had a problem with a bully
- ☐ participated in online drama or arguments

How many did you check? _____

How many of them did you resolve well? _____

How did you resolve the conflict(s) that ended well? _____

Think about it

Think about a conflict you've had that didn't end well. What could you have done differently?
