

## Where am I right now?

**Purpose:** This exercise lets you run a quick check on how actively you are managing your career at present.

**Instructions:** Work through the following checklist. Be honest with yourself; you will benefit from the most accurate assessment of yourself.

Skills	Yes	No
Am I using my best and most enjoyed skills in my present job?		
Have I recently developed any new skills?		
Have I improved some of the ones I had?		
Do I know the skills I want to develop?		
Am I doing something about it?		

### Jobs

Is the job I have the job I really want?		
Am I working towards what I really want?		
Do I know all I need to know about the work I want?		
Am I doing something about it?		

### Goals

Do I have career goals for the next three years?		
Have I recently revised my life goals?		
Am I consciously working towards them?		
Have I recently reached any of my goals?		
Do I set goals on a day-to-day basis?		
Am I constantly evaluating progress and rewarding myself for the results?		
Do I use a 'to do' list every day?		

### Needs and values

Have I recently looked at my needs and values?		
Am I working towards satisfying as many of these as possible?		
Do some of them need clarification?		

### Problem solving

Do I use creative problem solving to find solutions to my problems?		
Do I accept responsibility for my own life?		
Am I in control of my life?		
Do I believe and constantly remind myself that I cannot always choose what happens to me, but I can choose the attitude I adopt to it?		

### Communication

Am I working towards improving my communication skills?		
Am I a good listener?		
Do I strive to be assertive, rather than submissive or aggressive?		
Are my relationships with others improving all the time?		

Spend a few minutes reflecting on your answers to these questions. You might like to make a note of any areas you feel need attention.