



Creating Career Options Worksheet

1. As a first step, please complete **CareerWow! Module 2, Strengths & Talents**, to identify your best skills and abilities. Then list your top ten in the left-side column in the table below.
 2. Next, ask yourself, “What job title or role could be associated with this strength or talent?” Often you can come up with some ideas simply by adding “er” or “ist” to the strength. For instance, “Organizing” can become “Organizer”. If this method doesn’t work for a particular skill or talent, ask yourself, “Who is likely to use this skill or talent in their work?” “Multitasking”, for example, could become “Manager”. Feel free to be creative with your titles...there’s no one correct answer.
- **The goal is to come up with at least 10 job titles that are inspiring for you to consider as potential career roles for yourself, and to list them in the right-side column.**

Your 10 Best Strengths & Talents	Related Potential Career Title or Role
Example: <i>Writing</i>	Example: <i>Writer</i>
Example: <i>Problem Solving</i>	Example: <i>Customer Service Rep / Manager</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Confused about which role or title to list? Consider using Analyst, Specialist, Coordinator or Project Manager. One of these will probably work fine to get you to the next step!

Creating Career Options Worksheet (continued)

3. Next, please complete **CareerWow! Module 3, Passions & Interests**, to identify specific departments / industries areas that are interesting to you. List your top 10-20 in the table below:

10 – 20 MOST APPEALING DEPARTMENTS / INDUSTRIES

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.

21. Fill in the **Career Options Wheel** (next page) document using the Potential Career Titles & Roles and Most Appealing Departments / Industries information you've just documented. Construct and use the Career Options Wheel following the instructions provided on the worksheet. Use this tool to identify a wide range of inspiring career options. Once you've pinpointed a few options that are worth investigating, use CareerWow! Modules 6 & 7 to conduct research to help with your career planning.

Career Options Wheel

List 10
Roles or Titles
that are inspiring to you
inside the spokes
of the wheel.

Cut out this wheel and
attach it to the inside of the
Passions & Interests wheel
using a brad or a paper clip.
Rotate the titles on the inside
wheel to match up with
interests on the outside wheel,
to identify several inspiring
combinations. Have fun!

List 20
Passions or Interests
that are inspiring to you
inside the spokes of the wheel.

©Copyright Career Solutions Group

Career Solutions
Success Your Way
group
www.CareerSolutionsGroup.net
970.224.4042