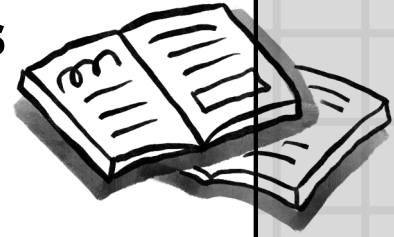


## 1. Setting Long-Term Goals Worksheet:

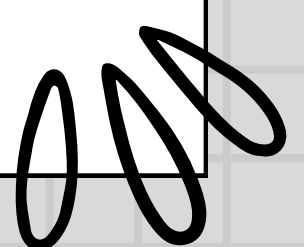
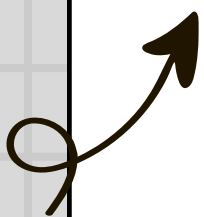
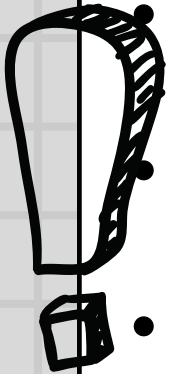


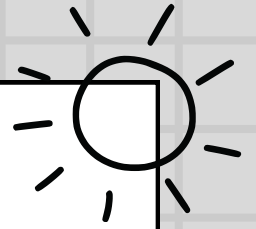
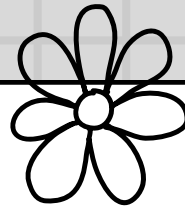
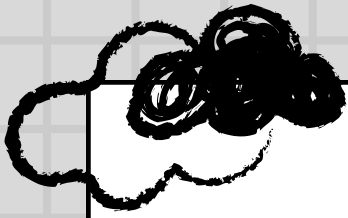
- **Where do you see yourself in 5 years?**
- **Where do you see yourself in 10 years?**
- **Write down specific career goals you want to achieve.**
- **Identify what success looks like for you.**

### Reflection Prompts:

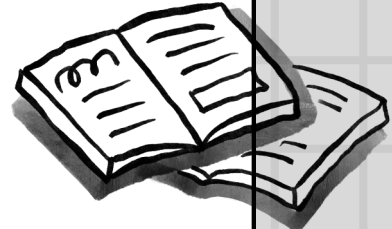
**What skills do you need to develop to reach these goals?**

- **Are your current actions aligned with where you want to be?**





## **2. Evaluating Your Worth Worksheet:**



**When was the last time you applied for a job?**

*lll* **List 3 job postings in your industry (even if you're not looking to change jobs right now)**

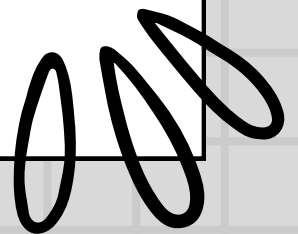
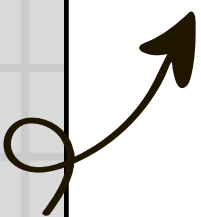
**and reflect on the qualifications they're asking for.**



**Write down skills or experiences you're missing based on these job descriptions.**

*lll*

**Reflection Prompts:  
What could you improve on or learn to be ready for your next opportunity?**





### **3. Embracing Challenge Worksheet:**

**List 3 jobs or projects that scare you a little**

**What qualifications or experience do you  
already have that makes you a good fit for  
these roles?**



**What challenges have you embraced in  
the past that made you stronger?**

**Reflection Prompts:  
What areas outside your comfort zone  
should you focus on next?**

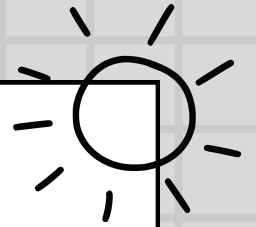
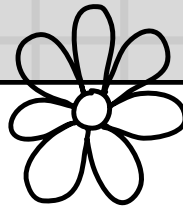
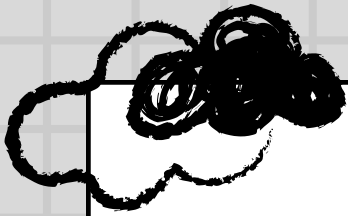


### **4. Building Resilience Exercise:**

**Recall a challenging time in your career.  
How did you overcome it?  
What lessons did you learn from that  
experience?**

**Reflection Prompts:  
How can you reframe current challenges as #  
opportunities for growth?**

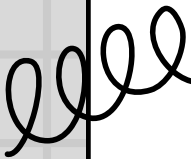




## **5. Networking for Success**

### **Exercise:**

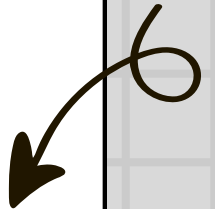
**Write down a list of people you've met in the last 6 months within and outside your organization.**



**Identify 3 people you'd like to build a stronger relationship with.**

### **Action Plan:**

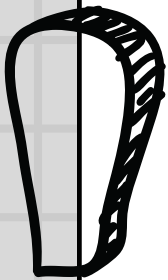
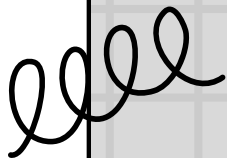
**Schedule a coffee chat or reach out to one of them within the next week.**



## **6. Making Yourself Visible**

### **Worksheet:**

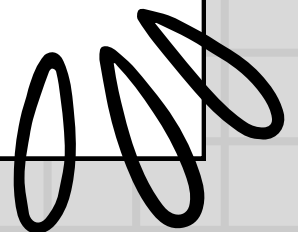
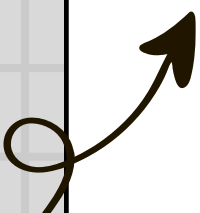
**What projects can you volunteer for at work?**

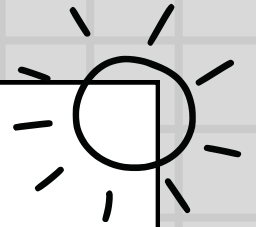
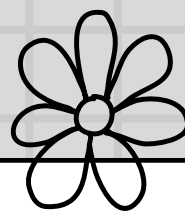
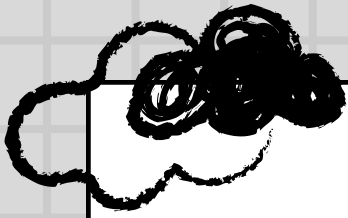


**Write down how you can add more value to your current role and team.**

### **Reflection Prompts:**

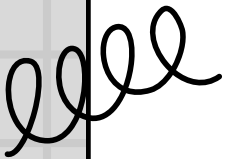
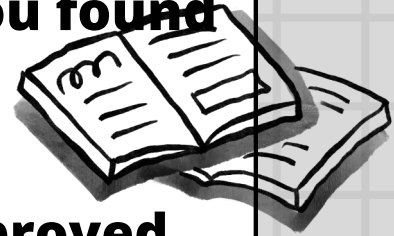
**How are you making sure your contributions are recognized?**





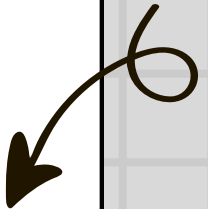
## **7. Saying "No" Effectively Worksheet:**

**Write down 3 situations where you found  
it difficult to say no.**



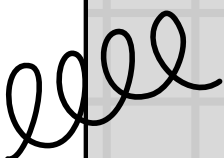
**How could saying "no" have improved  
your work-life balance?**

**Reflection Prompts:  
Practice writing out a polite but firm  
response for next time.**



## **8. Continuous Learning Reading List:**

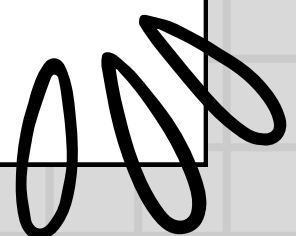
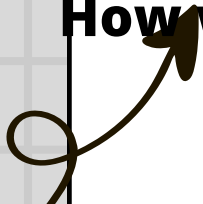
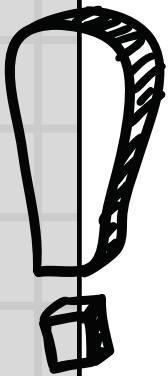
**List 3 industry-related books, courses,  
or articles you plan to read this month.#**

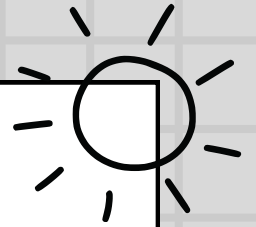
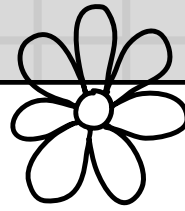


**Write down what skills or knowledge  
you need to acquire to stay ahead.**

**Reflection Prompts:**

**How will you incorporate learning into your daily  
routine?**



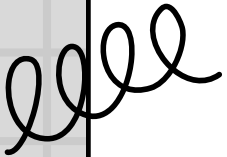
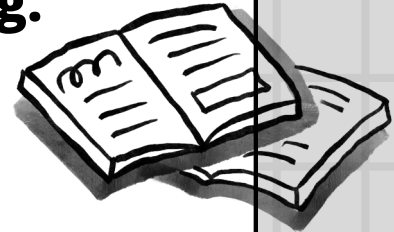


## **9. Speaking Up & Leadership Practice**

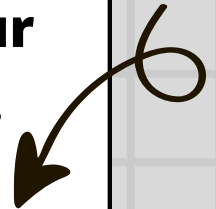
### **Exercise:**

**Identify 3 moments when you held back from speaking up in a meeting.**

**What held you back?**

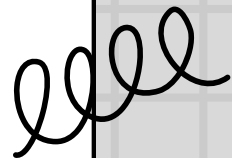
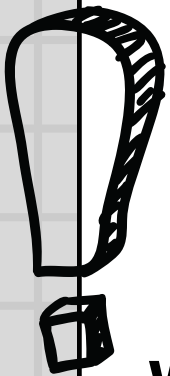


**Think of ways you can contribute to your team by volunteering to lead projects.**



### **Action Plan:**

**Practice one act of leadership, such as offering advice or helping a colleague.**



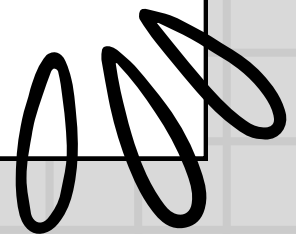
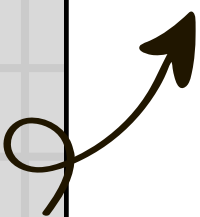
## **10. Taking Breaks**

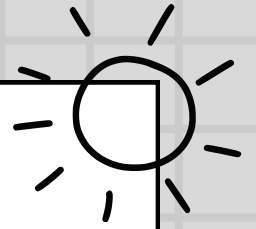
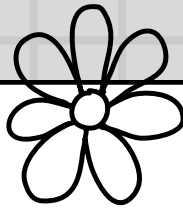
### **Reflection:**

**When was the last time you took a break for your mental health?**

**Plan a rest day or a proper lunch break this week.**

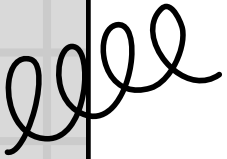
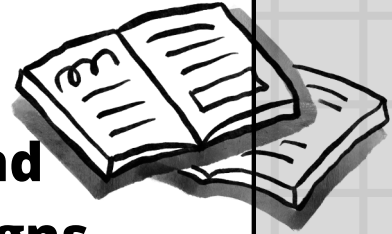
**How did it make you feel?**



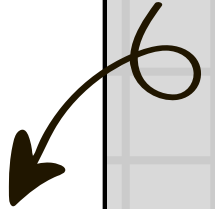


## **11. Family Comes First Reflection Prompts:**

**List your family priorities and reflect on how your career aligns with them.**



**Identify a key moment in your family life that you don't want to miss out on.**



### **Final Section: Next Steps**

#### **Your Action Plan:**

**Summarize the steps you'll take based on your insights from the workbook.**

**Commit to revisiting this workbook every 6 months to track your progress and adjust your goals.**

