

Transitions & Transformations: A Career Coach E-Newsletter

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Career Management: Self Awareness

This issue of **Career Coach** is devoted to the process of Self-Awareness. Whether you are eager to find your first job right out of college, deciding it's time for career advancement or making the decision to retire and venture into the next stage in your life self-assessment is the first step. Engaging in self-reflection is the opportunity to gain insight into your personal and professional priorities. Self-awareness lays the foundation for taking the action steps toward reaching your goal. Here is a list of areas to consider regardless of the stage in life or transition you are about to enter.

1. **Values** are things that are important to you, are guiding life principles or your "life footprint". I have completed various values clarification exercises at different points in my life including during the process of my coach training. It brought me clarity around my own life transition from retirement to becoming a personal & executive coach (See inaugural issue of the Career Coach E-Newsletter). I use values exercises with my clients and they find them extremely useful for self-reflection and creating increased self-awareness. People who excel in life have a several core values that provide direction. What are your core values?
2. Identify your **strengths** – Successful people often utilize their strengths to support their career or professional advancement. Strengths can include special talents, competencies, knowledge and skills. Once you have identified your strengths, ask a trusted co-worker, supervisor and/or friend to identify your strengths and compare these lists. Get ready to build your list of strengths!
3. **Personality type or preference** is another component to self-awareness. Taking a personality type or preference test explains your psychological preferences on how you perceive the world and make decisions. A personality inventory can inform your pathway towards growth as a new employee, in your development as a future leader, and in seeking career direction. One such assessment used by coaches is the Meyer Briggs Type Indicator (MBTI) which is only given by a trained provider of the MBTI. Another tool is the Keirsey Temperament Sorter which is available online for free. There are numerous assessment products that professional coaches use to inform and guide their clients.

Professional coaches utilize a variety of assessment tools as the vital energizing process in the partnership work with clients. Spending the time in the exploration or initial phase of coaching centers the discussion on what clients deems important and central to their life. Values exploration, identifying strengths and looking at personality type or preferences are three basic areas essential for promoting self-awareness. Here are resources to guide your self-assessment.

Self-Awareness Resources:

- What Color is Your Parachute? 2010: A Practical Manual for Job Hunters and Career-Changers by Richard Bolles includes a description of values and includes a values prioritizing process grid.
- The Tru Values Program from Coach U provides a values exercise at (www.Motivatemyself.com/uploads/Tru_Values_Program.pdf)
- For a “Brief Strengths Test” (measures 24 character strengths) and a “Work–Life Questionnaire” (measures work life satisfaction) visit www.authentic happiness.sas.upenn.edu/ . Both these resources on the website can be taken for free after registering an ID and Password.
- Visit <http://www.keirsey.com> to take a free personality instrument called the Keirsey Temperament Sorter (KTS-II) to discover your personality preference.

Next topic: Career Management: Conducting Career Research

Coaches Last Note:

You have the opportunity now to write the title of the next chapter of your life---What would be the title for the next chapter of your life? (Adapted from: Hudson, 1996, Inquiry Questions for Life Planning)

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Transitions and Transformations: The Journey is Yours!