The Career Compass Checklist

Step 1: Reflect on What You Really Want

- ☐ Identify 3 things that energize you and 3 things that drain you at work.
- ☐ Pinpoint the biggest frustration in your current role and what's missing.
- ☐ Define your top 3-5 core values (e.g., accountability, creativity, impact).
- ☐ Describe your ideal next role: What kind of work excites you? What does success look like?

Step 2: Decide Whether to Stay or Go

- ☐ Does your role align with your:
  - Strengths (Am I doing what I'm naturally good at?)
  - Motivators (Am I driven by this work?)
  - Values (Does this role feel aligned with what matters most to me?)
- ☐ Am I growing in ways that support my long-term career goals?
- ☐ Reflect on your weekly mindset: Is my stress temporary, or do I dread Mondays consistently?

Step 3: Refresh Your Resume

- ☐ Write 3 new bullet points using Google's XYZ formula:
  - *Accomplished [X] by doing [Y], resulting in [Z]*.
  - Example: "Increased efficiency by 30% by automating workflows, saving 15+ hours weekly."
- ☐ Highlight measurable results, leadership achievements, and problem-solving successes.
- ☐ Update your LinkedIn profile to reflect your most recent accomplishments.

Step 4: Reconnect and Network

- ☐ Reach out to 3 former colleagues or mentors to catch up and share your goals.
- ☐ Send personalized messages like:
  - *"Hi [Name], I'm exploring my next career move and would love to hear what you're up to. Let's catch up!"*

- [ ] Research and join one professional group or Slack community in your industry.

Bonus: Take Action

- [ ] Block time on your calendar to work through each step this week.
- [ ] Stay connected! Join my newsletter for more tools and insights.
- [ ] Need extra support? Book a clarity call to map out your next steps.