This workbook will help you identify your goals, interests, skills and values. Complete this workbook and then complete the online assessments.

**My Interests**

This section will help you describe yourself and your interests. Be thinking about your *likes and dislikes* and how this information can be used in narrowing down some major choices.

In what areas do you have a lot knowledge?

_____________________________________________________________________________________

_____________________________________________________________________________________

What are your favorite academic subjects?

_____________________________________________________________________________________

_____________________________________________________________________________________

What do you enjoy doing outside of academics?

_____________________________________________________________________________________

_____________________________________________________________________________________

When you dream about the future, what do you think you would enjoy doing or being?

_____________________________________________________________________________________

_____________________________________________________________________________________

What kind of activities are you not interested in? Why?

_____________________________________________________________________________________

_____________________________________________________________________________________

Was poor performance in a particular area in the past based primarily on lack of ability or lack of effort?

_____________________________________________________________________________________

_____________________________________________________________________________________

How have others judged your performance in the past?

_____________________________________________________________________________________

_____________________________________________________________________________________

What are your talents?

_____________________________________________________________________________________

_____________________________________________________________________________________

Name: _______________________________________________________________________________
My Skills
This section will help you look at your skills in 1) academics, 2) functional areas that you can transfer to any career field or major, and 3) relational skills, abilities and character traits that will help you understand how you relate to others.

Academic Skills
On a scale of 1-5 (5=best) rate yourself:

____ study habits  ____ writing skills  ____ speaking skills  ____ math skills  ____ initiative

What are your academic strengths?
_____________________________________________________________________________________
_____________________________________________________________________________________

What are your academic weaknesses?
_____________________________________________________________________________________
_____________________________________________________________________________________

How do you study best? What are your study techniques?
_____________________________________________________________________________________
_____________________________________________________________________________________

What methods do you use to manage your time?
_____________________________________________________________________________________
_____________________________________________________________________________________

Functional Skills
Check all that apply.

CREATING
____ composing
____ designing
____ illustrating
____ acting
____ imagining
____ fine arts
____ developing
____ constructing

COMMUNICATING
____ editing
____ translating
____ researching
____ critical thinking
____ summarizing
____ writing
____ articulating
____ speaking

HELPING
____ advising
____ coaching
____ leading
____ mentoring
____ supporting
____ persuading
____ teaching
____ motivating

Relational Skills
What skills do you exhibit when relating to other people? Check all that apply.

____ management  ____ loyalty  ____ reliability  ____ sincerity  ____ cooperation  ____ flexibility

What attributes do you use to handle stressful situations? Check all that apply.

____ courage  ____ versatility  ____ self-control  ____ assertiveness
____ self-confidence  ____ resourcefulness
Do you have special ability or experiences that might be helpful to a major or career? Mark any that apply.

___ adventurousness   ___ humor   ___ energy   ___ cheerfulness
___ independence   ___ open-mindedness

Please list additional experiences and the qualities you exhibited in those situations that would make you a good fit for your chosen major or career.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
My Values

This section will help you clarify what your personal values are for work expectations. This exercise will help you reflect on the core values you hold. They may have been developed by your experiences with family or other life events, but you should consider the important role they play in finding satisfaction with your major and future career. After completing this section, you will begin to see that your personal values cross over and affect how you think about your work life.

Work Values:
Rate each category based upon the level of importance it holds in both your work and personal life.
1 = components you can't live without
2 = components which are not necessary
3 = components which do not matter to you

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help Society</td>
<td>Do something that contributes to improving the world we live in</td>
</tr>
<tr>
<td>Help Others</td>
<td>Be directly included in helping other people, individually or in small groups</td>
</tr>
<tr>
<td>Public Contact</td>
<td>Have a lot of day to day contact with the public</td>
</tr>
<tr>
<td>Work Alone</td>
<td>Do projects by myself, with limited contact with others</td>
</tr>
<tr>
<td>Competition</td>
<td>Engage in activities which pit my abilities against others</td>
</tr>
<tr>
<td>Make Decisions</td>
<td>Have the power to decide courses of action and policies</td>
</tr>
<tr>
<td>Work Under Pressure</td>
<td>Work in situations where time pressure is common</td>
</tr>
<tr>
<td>Influence People</td>
<td>Be in a situation to influence the attitudes or opinions of other people</td>
</tr>
<tr>
<td>Knowledge</td>
<td>Engage in pursuit of knowledge and understanding</td>
</tr>
<tr>
<td>Work Mastery</td>
<td>Become an expert in whatever work I do</td>
</tr>
<tr>
<td>General Creativity</td>
<td>Engage in creative expression</td>
</tr>
<tr>
<td>Aesthetics</td>
<td>Participate in studying or appreciating the beauty of things, ideas, etc.</td>
</tr>
<tr>
<td>Supervision</td>
<td>Have a job in which I am directly responsible for the work of others</td>
</tr>
<tr>
<td>Change and Variety</td>
<td>Have work activities which change frequently</td>
</tr>
<tr>
<td>Precision Work</td>
<td>Work in situations where attention to detail and accuracy are very important</td>
</tr>
<tr>
<td>Work Stability</td>
<td>Have a routine and job duties that are predictable</td>
</tr>
<tr>
<td>Security</td>
<td>Be assured of keeping my job and receiving satisfactory compensation</td>
</tr>
<tr>
<td>Recognition</td>
<td>Be publicly recognized for the high quality of my work</td>
</tr>
<tr>
<td>Adventure</td>
<td>Have work duties which require frequent risk-taking</td>
</tr>
<tr>
<td>Excitement</td>
<td>Experience a high degree of, or frequent excitement in the course of my work</td>
</tr>
<tr>
<td>Financial Gain</td>
<td>Have a high likelihood of achieving very great monetary rewards for my work</td>
</tr>
<tr>
<td>Physical Challenge</td>
<td>Do activities that use my physical capabilities</td>
</tr>
<tr>
<td>Independence</td>
<td>Be able to determine the nature of my work without significant direction from others</td>
</tr>
<tr>
<td>Moral Fulfillment</td>
<td>Feel that my work contributes to a set of moral standards that are very important to me</td>
</tr>
<tr>
<td>Community</td>
<td>Live where I can participate in community affairs</td>
</tr>
<tr>
<td>Time Freedom</td>
<td>Be able to work according to my own schedule</td>
</tr>
</tbody>
</table>
List your top 5 work values from the previous section. How do you see your job or work environment fulfilling these values? Which if any, would you be willing to give up in your job?

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________

How do you see your job or work environment fulfilling these values? Which if any, would you be willing to give up in your job?

______________________________________________________________________________

Is family and/or marriage in the future?  
- Yes  
- No  
- Unsure

What are your priorities in regard to a social life?

______________________________________________________________________________

Do your top 5 values indicate a desire for continued learning outside of the academic setting?

______________________________________________________________________________
My Goals & Dreams
This section will help you think about your personal goals and the commitment needed to make a decision about which major is right for you. Create SMART goals using the criteria below.

What is your goal for the next week?

_____________________________________________________________________________________
_____________________________________________________________________________________

What is your goal for the next month?

______________________________________________
_______________________________________

What is your goal for the semester?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What is your goal for the next year?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

How do your short term (week/month) goals help you towards your long term (semester/year) goals?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

S
Specific
Who, what, when, where, why, which?

M
Measurable
Can you track the progress and measure the outcome?

A
Attainable
Is the goal reasonable enough to be accomplished? How so?

R
Relevant
Is the goal worthwhile and will it meet your needs?

T
Timely
Your objective should include a time limit