

Discovery! Workbook

Name: _____

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?

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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

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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.

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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

___ **Help Society** Do something that contributes to improving the world we live in

___ **Help Others** Be directly included in helping other people, individually or in small groups

___ **Public Contact** Have a lot of day to day contact with the public

___ **Work Alone** Do projects by myself, with limited contact with others

___ **Competition** Engage in activities which pit my abilities against others

___ **Make Decisions** Have the power to decide courses of action and policies

___ **Work Under Pressure** Work in situations where time pressure is common

___ **Influence People** Be in a situation to influence the attitudes or opinions of other people

___ **Knowledge** Engage in pursuit of knowledge and understanding

___ **Work Mastery** Become an expert in whatever work I do

___ **Artistic Creativity** Engage in creative expression

___ **General Creativity** Have the opportunity to create new programs, materials or organizational structures

___ **Aesthetics** Participate in studying or appreciating the beauty of things, ideas, etc..

___ **Supervision** Have a job in which I am directly responsible for the work of others

___ **Change and Variety** Have work activities which change frequently

___ **Precision Work** in situations where attention to detail and accuracy are very important

___ **Work Stability** Have a routine and job duties that are predictable

___ **Security** Be assured of keeping my job and receiving satisfactory compensation

___ **Recognition** Be publicly recognized for the high quality of my work

___ **Adventure** Have work duties which require frequent risk-taking

___ **Excitement** Experience a high degree of, or frequent excitement in the course of my work.

___ **Financial Gain** Have a high likelihood of achieving very great monetary rewards for my work

___ **Physical Challenge** Do activities that use my physical capabilities

___ **Independence** Be able to determine the nature of my work without significant direction from others

___ **Moral Fulfillment** Feel that my work contributes to a set of moral standards that are very important to me

___ **Community** Live where I can participate in community affairs

___ **Time Freedom** Be able to work according to my own schedule

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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?

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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.

S	M	A	R	T
<u>Specific</u>	<u>Measurable</u>	<u>Attainable</u>	<u>Relevant</u>	<u>Timely</u>
Who, what, when, where, why, which?	Can you track the progress and measure the outcome?	Is the goal reasonable enough to be accomplished? How so?	Is the goal worthwhile and will it meet your needs?	Your objective should include a time limit

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?
