

Holy Cross

Alumni Career Coaching: Personal Inventory

By understanding who you are and who you are called to be, you can discover how to pursue a life of meaning, purpose and joy.

This inventory is meant as a personal reflection exercise. The answers are for your eyes only. There is no right or wrong way to answer each question. The hope is that this exercise will help you develop a better understanding of who you are today, in this moment, and serve as a launching pad from which to grow your career.

Be honest and kind with yourself. Remember that you are unique, your answers are unique to you, and you are called to share your gifts with the world in your own unique way. We're all made for greatness. It is up to you to discover your potential. It is up to you to lead your career.

PERSONAL

How are you today? What makes you feel this way?

How would your friends and family describe you?

What makes you unique?

How do you like to spend your free time?

How do you see yourself? Who have you been all your life?

How do you want to see yourself? Who do you want to be?

What impact, if any, do you want to have on the lives of others?

PROFESSIONAL

What skills do you possess?

What skills would you prefer to use more? Less?

What education and training have you received?

What led you to accept your current role? How did you land this position and past positions?

What are some things that you have done well in your career?

What do you wish that you had done differently in your career?

Are you happy and satisfied in your current work? Why?

When are you so engrossed in your work that you lose track of time?

What do you enjoy about your current work?

What do you dislike about your current work?

What is lacking from your current work?

How would your current boss describe you? Previous boss?

What feedback do you consistently receive in your performance reviews?

What unique role do you play on your team?

VALUES

What matters the most to you in your life?

How do you make important decisions? What factors do you consider?

What does it mean to you to lead a meaningful life?

When do you feel a sense of purpose? What are you doing?

When are you at your happiest? What are you doing?

What does it mean to pursue meaningful work?

What kind of impact do you want your work to have on others?

DEVELOPMENT

What kind of change do you want to make in life? Personal? Professional? Both?

Why do you want to make this change? What difference will it make in your life?

How free are you to make a change? What responsibilities do you have?

Do you have the skills, qualifications and training needed to make this change? What kind of support or training do you need?

GOALS

What is your big, hairy, audacious goal for your life? How do you want to be remembered?

What is your long-term career goal?

How will you know when you've reached it?

What do you want to do next? Write down 3-5 short-term goals that will help you work toward your long-term goal.