CAREER

Describe the change

Start with the real reason.

CAREER CHANGE DECISION WORKBOOK

SEPARATE PUSH FROM PULL

Write what is difficult in your current situation and what attracts you to another direction. A new title may not solve a problem caused by workload, manager, location, or temporary stress.

- ☐ What I want less of: ____
- ☐ What I want more of: ____
- ☐ Conditions I want to keep: ____

EXAMPLE

Morgan realizes the pull is more client problem-solving, while the push is an unpredictable commute. Those are two different questions to test.

PUT IT INTO PRACTICE

What problem am I actually trying to solve?

What could improve without changing careers?

This workbook is general educational information, not legal, financial, immigration, medical, or employment advice. Career, training, and income decisions have personal consequences. Verify program, licensing, hiring, and benefit information with official sources and qualified professionals.

CAREER

Inventory transferable evidence

Skills travel with context.

CAREER CHANGE DECISION WORKBOOK

MAP WHAT YOU ALREADY DO

List tasks you have performed, then translate them into plain capabilities. Include work, projects, volunteering, caregiving, and learning without inflating scope.

- ☐ Task I did: ____
- ☐ Transferable capability: ____
- ☐ Evidence I can show or explain: ____

EXAMPLE

·Scheduled volunteers· becomes ·organized availability, communicated changes, and maintained a shared schedule.·

PUT IT INTO PRACTICE

Which capability appears in more than one experience?

What claim would I need to qualify more carefully?

CAREER

Explore target work

Learn from real descriptions.

CAREER CHANGE DECISION WORKBOOK

COLLECT PATTERNS

Read several current postings and credible occupational sources. Notice repeated duties, tools, environments, and entry expectations; one appealing listing is not a full picture.

- ☐ Repeated responsibility: ____
- ☐ Common tool or knowledge area: ____
- ☐ Question to verify with a practitioner: ____

EXAMPLE

Five postings for program coordinators mention calendars, stakeholder updates, and data tracking. Taylor records those patterns before choosing a course.

PUT IT INTO PRACTICE

What is repeated across sources?

What requirement varies by employer or location?

CAREER

Test the daily reality

Replace guesses with conversations.

CAREER CHANGE DECISION WORKBOOK

ASK FOCUSED QUESTIONS

Request a short informational conversation with people who know the work. Ask about tasks, pace, entry routes, and trade-offs, not confidential pay or a guaranteed referral.

- [ ] What fills a typical week?
- [ ] What surprises new people?
- [ ] How did you build readiness?

EXAMPLE

·I am exploring this field and would value 15 minutes to understand what the work week is actually like. I understand if your schedule is full.·

PUT IT INTO PRACTICE

Whose perspective would add useful contrast?

What assumption do I want to test?

CAREER

Compare pathways

Choose a proportionate next step.

CAREER CHANGE DECISION WORKBOOK

MAKE OPTIONS VISIBLE

Compare several routes such as a project, course, portfolio piece, internal move, or entry application. Record time, cost, eligibility, support, and uncertainty without treating estimates as guarantees.

- ☐ Option and purpose: ____
- ☐ Time and practical requirements: ____
- ☐ Evidence it would create: ____

EXAMPLE

Instead of enrolling immediately, Amina completes a four-week introductory project and asks a practitioner to review what skills she should develop next.

PUT IT INTO PRACTICE

What is the smallest test that teaches me something?

What commitment is hard to reverse?

CAREER

Run a small experiment

Learn before you leap.

CAREER CHANGE DECISION WORKBOOK

SET A TEST AND REVIEW DATE

Choose a bounded activity that resembles part of the target work. Define what you will do, what feedback you seek, and how you will judge the experience honestly.

- ☐ Experiment: ____
- ☐ Start and review dates: ____
- ☐ Evidence or feedback to collect: ____

EXAMPLE

For three Saturdays, Devon helps a community group organize event registrations, then notes enjoyment, energy, and skills used after each session.

PUT IT INTO PRACTICE

What would make this test realistic enough?

What result would change my next step?

CAREER

Choose the next chapter

Make a decision you can revisit.

CAREER CHANGE DECISION WORKBOOK

WRITE A 90-DAY PLAN

Select one direction for the next period, not forever. Name actions, boundaries, support, and a review point. Update the plan when new evidence contradicts an earlier assumption.

- ☐ One 90-day focus: ____
- ☐ Weekly action and time block: ____
- ☐ Review date and decision question: ____

EXAMPLE

·For 90 days, I will build two operations samples, speak with three people, and apply to roles that match my confirmed evidence.·

PUT IT INTO PRACTICE

What will I do this week?

What evidence would tell me to pause or adjust?