

# THE WHEEL

provides a framework for understanding your work assets. You can use it to generate career options, to organize information about these options, to evaluate these options and to establish career goals.

The Wheel presented here has the various factors divided into equal sections. Different people may give more emphasis to some factors. One person may consider skills to be very significant, while another might stress values. You may wish to construct a wheel which reflects your unique situation.

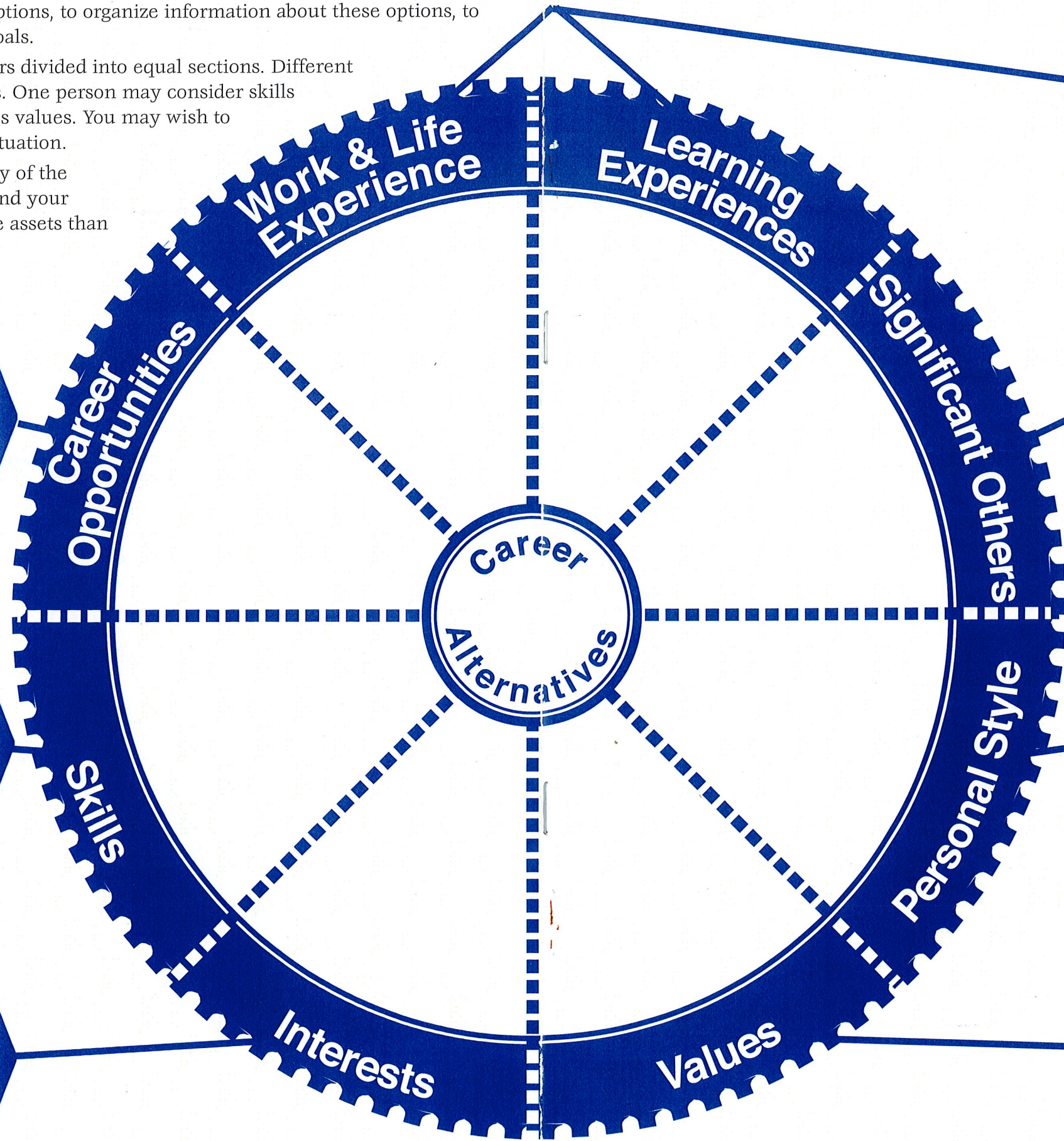
Fill in each section of the wheel with a summary of the information you have gathered about yourself and your situation. Do you find that you have many more assets than you previously thought?

The labour market has undergone some significant changes since the mid 80's, so you may need to change your career goals and the methods you use to market yourself.

Career Opportunities refer to those learning and career possibilities that are available to you.

"Skills" are learned abilities to do something well. You can use them in many different work and life situations. Think through your past experiences and accomplishments. Write down the verbs (e.g. teach, type, sell, ...) which describe what you do well. Don't be modest; most people underestimate the number of skills they actually have.

Interests refer to what you like or dislike. (e.g. types of people you want to work with, working conditions, rewards, future possibilities). Examine all of your life not just your previous work: non-work activities (volunteer work, homemaking, leisure activities), schooling, and "ideal dream jobs". Write down your top interests.



Explore all your past work/leisure and learning experiences; in addition to learning at school or full-time jobs, look at any volunteer work, housekeeping, rearing children, part-time jobs, hobbies, sports, etc. Look at them for patterns. Did certain skills, interests, values or personal characteristics come up again and again? Have they changed over the years?

Significant others are the people who play or have played a significant role in your life (e.g. family, friends, co-workers or employers). They know you well and influence your life in some way. They can give you the insight and support you need during career exploration and job search. Who are the important people in your life? What insights do they have for you?

Your personal style describes how you go about doing things (e.g., are you punctual, enthusiastic, patient, energetic, sincere?) Reflect again upon your experiences and accomplishments; think about how you do things. Write down the personal characteristics which helped you succeed in the past.

Values refer to beliefs and feelings which guide a person's actions. Ask yourself what is really important to you and what you really want in a career or a job (e.g. family, money, success, serving others).