

Review Career Options

Don't let the paradox stop you from getting through this step. A simple way to begin is to fill in the grid below. Down the left-hand column list your criteria. To the right of that column list the options you are considering in priority.

To help you review and think through this step, consider asking yourself the following questions.

1. How well do the criteria align with each option? Which options are well-matched? Which options match poorly?
2. Have I clearly listed my criteria (values / motivators / interests / learning needs)? Can I accept that some criteria are not met?
3. Do some options have risky outcomes or consequences? How much risk am I willing to take?
4. Did I gather enough resources and information to complete my options grid? If not, am I willing to further assess myself and / or gather more information?

	Option #1	Option #2	Option #3
	Current Role	Prospective Role	Prospective Role
Job / Career Criteria values, needs, motivators, interests, learning			
1.			
2.			
3.			
4.			
5.			
6.			
Total Per Option			

When you have completed the grid review and compare the information. As you review each option with the criteria determine the match by indicating a numerical value using a scale such as 0 – 5 (0 represents no match) to 5 (represents highest match). Then total the numbers of each box in your options column and review the scores. The highest score should show your best match, followed by the next highest and so forth.

“One of the great paradoxes of human development is that we are required to make crucial choices (about careers and work) before we have the knowledge, judgement, and self-understanding to choose wisely. Yet if we put off these choices until we feel truly ready, the delay may produce other and greater costs.” – Daniel J. Levison

Finalize your Options

The point of this exercise is to give you a chance to reflect on your options and make better decisions. By doing so you are ensuring a better fit and more realistic goals. For some individuals, this activity generates clear results, while for others, it may create more uncertainty or require going back and reassessing oneself (Step #1) or gathering more information (Step #2). At this stage, you may go ahead to the step that will be obvious to you.