

CAREER CLARITY WORKBOOK

Three exercises to:

- Identify your strengths
- Focus your networking
- Activate your career

INTO THE
SHADE
COACHING

For smart people ready to stop spinning.

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[IntoTheShadeCoaching.com](https://www.IntoTheShadeCoaching.com)

2026 Edition

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CAREER CLARITY WORKBOOK

A short reflection to help focus your job search, networking, and next career step.

Section 1: Your Best Work: Skills & Strengths

Think about moments in past roles where your work felt natural, effective, or appreciated by others. This could be a big project you were a part of or even your day-to-day tasks. These moments often reveal your strongest professional skills.

WORK YOU DID	SKILLS YOU USED	ENERGY LEVEL	RESULTS/IMPACT

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Reflection Questions:

- What work do people most often rely on you for?
- What tasks feel easier for you than they seem to be for others?
- What kinds of problems do you enjoy solving?

Action Step:

Review the work you just completed. Circle 5-7 keywords or phrases which highlight skills you are most proud of, that make you stand apart from other people you have worked with. Incorporate those words into your “About me” section of your resume, LinkedIn, and all professional introductions.

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Section 2: Stability & Work Environment

Identifying the conditions that support your stability and well-being can help you evaluate opportunities more clearly.

MUST HAVE(S) (Required for stability)	STRONG PREFERENCE (Improve your experience but may be flexible)	NOT IMPORTANT (Very flexible/bonus items)

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Reflection Statements:

- I thrive when my manager:

- I struggle when my manager:

- Work environments where I do my best work are:

Action Step:

Review and recognize where you need to adjust expectations or build skills to broaden your ability to do your best work.

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Section 3: Your Ideal Role

This exercise helps bring your previous reflections together to clarify the type of work environment and responsibilities where you are most likely to succeed.

TYPES OF PROBLEMS I ENJOY SOLVING:	KIND OF TEAM(S) OR INDUSTRIES I FEEL DRAWN TO:	KEY RESPONSIBILITIES I WANT TO FOCUS ON IN MY NEXT ROLE:

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Brainstorming Work:

Possible Job Titles to Pursue: (5-7 variations)

- | | |
|---|---|
| 1 | 4 |
| 2 | 5 |
| 3 | 6 |

Companies to Research & Watch for Openings: (based on interest, location, or network)

- | | |
|---|---|
| 1 | 4 |
| 2 | 5 |
| 3 | 6 |

Action Step:

Review your work from today and create a Google Alert, LinkedIn filter, or a simple list of websites that you can systematically check for these types of roles or company openings.

THANK YOU FOR GIVING YOURSELF THE SPACE TO THINK.

You don't need a perfect plan. You need enough clarity to move.

If you're ready to build this into something sustainable, let's keep going.
I'd be honored to work with you.

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