[Insert Your Name] Career Check-In

Template Compiled by Consultants for Impact

How to Use

- The below is a template Career Check-In which prompts you to a) reflect on the status of your career this past year, b) consider how you can make more impact with your career or c) make a plan for the coming year. (Total expected time 45-90 minutes)
- We encourage you to duplicate this document and take ~45 minutes to answer the 11 questions to reflect your current thinking.
- Recognize that the questions below are complex and you may not have all the information necessary to answer them yet. Nonetheless, capturing your current thinking through reflection and researching other perspectives can be immensely valuable. Strive to answer as many questions as you find valuable!
- Before filling out this document, we recommend you read This is your most important decision by 80,000 Hours (15-minute read) which makes the case that your career is your biggest opportunity to make a difference, and how you can use it best. For consultant-specific inspiration, we recommend our essay series on EA Career Considerations for Consultants (3 essays, 45-minute read total).
- If helpful to get feedback, share your filled-in Career Check-In Guide with the Consultants for Impact team (hello@consultantsforimpact.org) and schedule a Career Conversation with us to discuss your thinking and connect you with relevant resources and introductions.

Name: [Insert Name]
LinkedIn/CV/Resume: [Insert link to LinkedIn, CV and/or Resume]
Review Period: [Enter Dates]
Planning Period: [Enter Dates]

1. Reflect: What constitutes a fulfilling career for you? What factors are important to consider in a job or career? Try listing the traits of an ideal role for you.

You may write your answer here.

2. Reflect: From 1-10, with 10 being the most satisfied, how satisfied are you with your current job? Explain your answer.
   What about previous jobs have you been satisfied or not satisfied with?

You may write your answer here.

3. Review: What is your career capital right now?
   Career capital refers to the skills, connections, or credentials that you are building in your current role and/or that could land you your next job. You might find 80,000 hours article on 'How to identify your personal strengths' useful for this investigation.
   a. Skills

Skill / Knowledge Area (feel free to add as many you can identify; see below for examples)	Proficiency (1-10, 10 being highest)	Enjoyment of Using Skill (1-10, 10 being highest)	Interest to Improve (1-10, 10 being highest)
External Communications			
Stakeholder Engagement			
Public Speaking			
Project Management			

Research			
Psychology			
Technological innovations			
Public Policy			
etc.			

b. My most impressive achievements to date: Feel free to just list your credentials out here, where you studied, roles you've taken, notable awards, and highlights from various roles. Try to keep them SMART.

You may write your answer here.

Sample:

1. Business Analyst at X (2019-Present), improved y team metric by 70%
2. Million views on X Platform
3. Received Impact Award from X (2012), selected out of a pool of 500 candidates

c. Connections: Which organizations or people are you connected to that could help you land a job or have a more high-impact career?

You may write your answer here.

Sample:

1. I met [people] at a conference who work on a cause I'm passionate about
2. My mentor is well connected with folks in x areas
3. My colleagues who would be interested in working on an impact-related project

4. Consider: What are your financial and/or familial constraints?
   For example, do you need to earn a higher salary (~$5,000+/month) to support your family? Do you have pressure from family or social circles to take or stay on a specific career path? Do you provide health insurance for dependents?

You may write your answer here.

5. Share: What is your current career plan? If you haven't thought about it thoroughly, that's okay! Broad ideas are sufficient for now.

   We encourage you to list all potential options you can think of, then rank them in order of your current preference, and list key uncertainties.

   You may write your answer here.

   Sample:
   1. Start a new project in cause area X
      a. Detail A
      b. Detail B
   2. Join another project in cause area X
   3. Operations
   4. Stay in consulting
   5. Writing

6. Reflect: What is your definition of positive impact?
   We know this is a big question. You don't have to have a fully worked-out perspective on this; we're just interested to hear your thoughts, answering this question however makes sense to you.
   If helpful, 80,000 hours' thoughts on this question are here.

   You may write your answer here.

7. Consider: Of the global problems listed here, which do you think are most pressing? Choose the top 5 and rank them as best you can.

   Are there other problems you think might be important? Explain your answer.

   You may write your answer here.

8. Consider: What could you personally do about these problems, or other problems you are interested in solving, through your career?
   Think broadly. Consider options in direct work, research, advocacy, and earning to give. What other approaches come to mind?

You may write your answer here.

9. Plan for the year: What's the most important priority in your career for the coming year? Questions to think about include:
    a. What's one thing that you could do this year that would make you 10 times more impactful?
    b. If you were going to die in exactly ten years, what would you do this year to have a greater impact?
    c. Energy audit: What tasks do you find most energizing and satisfying? How can you do more of those and also make a significant impact? Are there other adjustments you could make to be more motivated and happy while making an impact?
    d. What are some skills you're interested in developing this year to make your long-term career more impactful?

You may write your answer here.

Sample:

1. Take time away from work (Leave of Absence/Vacation) to try out career options
2. Learn people management skills by advocating to manage a project
3. Meet more inspiring people whose careers I would want to emulate

10. Actualize: What are you going to do in the next 6 months to make your current role more impactful or test a potential future high-impact career path you're considering?
Once you've defined a priority, we encourage you to be concrete about what you actually need to do to make it happen. Write out what you're going to do—in the form of small, manageable next actions, as well as when you'll do them. Add a reminder in your calendar for anything you can't do right away. Keep adding to this list (right-click to insert row) and crossing items off as you make progress.

Action Plan	
Next Actions	Due Date
This Week	
This Month	
6 Months	

11. Plan: Imagine vividly that it is six months, you are sitting wherever you are now, and you haven't achieved your plan. What do you think has likely happened? What can you do now to prevent these potential 'failure modes'?

You may write your answer here.

Congratulations on completing this important reflection and planning!

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