

Creating your next step opportunity – It's a **PROCESS**

Careers can be designed, conceptualised, and created. Not everything we want from our next opportunity will easily be found on a website. Learning what is important to you takes time, reflection, and research. This exercise is intended to help you map out the things which may *currently* be important to you. Knowing what you have come to value will help to inform your research when questioning others about how they experience their work.

Spell out what you would like from your next step opportunity. Don't think job titles in fact try to avoid any reference to preconceived ideas of what a job is. The intent here is to give yourself space and time to explore ideas about what is important to you if money / time was no object. No judgement.

Purpose - what is the intent /objective of any work you would like to do / what drives you to do the things you do now?

Roles & Responsibilities – How would you like to spend your day, so you are having fun?

Organisation – what will be important to you about the people you work for – which of your values do they represent?

Career Motivation – this is purely a personal and subjective thing! It could be any of those suggestions detailed in the 3-minute motivation checklist (attached) or things unique to you. E.g., being your own boss

Environment – imaging yourself getting up to go to work, how do you get there, what is around you, who is there when you get there, what are you wearing/carrying etc?

Skills – think about both those you are good at and enjoy. What qualities and attributes do you want to be known for in your place of work?

Sector – rule out those that you know are not for you. Which sectors are your curious about? Simply list 4/5 of them.

The 3-minute Motivation Checklist

What motivates you to get up and go to work in the morning?

Imagine that you have £20 to spend on yourself, and you can spread that £20 on any or all in the list below that motivate you in work. You can allocate £20 to one motivator or spread it among as many as you like. It is important that you keep strictly to the 3 minutes

| | Motivating Factor | £££ |
|----|--|-----|
| 1 | Status My worth is recognised in my job title/ pay level/ car/ responsibilities... | |
| 2 | Recognition I am recognised for my skills and contribution | |
| 3 | Feedback I know when I am doing a good job | |
| 4 | Skills Balance My opportunities and skills are well matched | |
| 5 | Challenge I like to take on new projects and problems. | |
| 6 | Success I enjoy being a winner. | |
| 7 | Personal Development I have continuing opportunities to learn and stretch myself. | |
| 8 | Variety My work is varied and interesting | |
| 9 | Responsibility I am responsible for important things/ people/ projects | |
| 10 | Company Values I recognise and agree with the values of my employer | |
| 11 | Independence/ Freedom I have some control over how I spend my time at work and where I go. | |
| 12 | Fun I am totally absorbed in what I do. | |
| 13 | Team membership I enjoy being part of an active, supportive team. | PTO |

| | | |
|----|---|--|
| 14 | Making a difference/ contributing I can see what my contribution adds to the whole process. | |
| 15 | Helping others My work contributes to others, or to society as a whole. | |
| 16 | Meaning & Fulfilment I find my work meaningful and fulfilling. | |
| 17 | Security Knowing what I will be doing and earning in a year's time matters to me. | |
| 18 | Earnings now I am relatively well paid in comparison with my peers. | |
| 19 | Earnings potential My earnings will probably increase significantly in the future. | |
| 20 | Fringe Benefits The job has interesting perks | |

Completing the motivation checklist.

Once you have allocated your £20, look at the amounts you have allocated to boxes 18-20. How important is money to you?

Money only motivates for a short while, but a money problem demotivates in the long term. Assume that the money issues in your job are resolved.

Reallocate the £££s you awarded to the three finance boxes, 18-20.

Your final list is a checklist of what motivates you in a job. Now.....

Look at where you have allocated £2 or more, talk with others about why these aspects are important you. Are there areas you are prepared to compromise on, if not why. When you talk with others in roles you are curious about ask how these aspects feature in the work they do.

This exercise is one of many resourced in John Lees' popular book, **How to get a job you love**, John Lees (2021) McGraw Hill Press.

www.johnleescareers.com