Personal Vision Worksheet

There are many things to look at in a Personal Vision: who you want to be, what kind of life you want to create, and the material objects that you want in your life are just a few of the brush strokes that make up the total picture. Please begin your exploration of Your Personal Vision by writing your answers to the questions below.

1) **You.** What kind of person do you want to be? What qualities do you admire in others and would like to possess?

2) **Health.** How does your physical health factor into your life vision? What aspects of your health would you like to improve? In what ways are physical exercise and healthy eating habits a part of your vision?

3) **Home.** What living situation do you want to create?

4) **Material Things.** What things would you like to own or have in your life?

5) **People.** Who else is in this picture of your future vision? How are your relationships with friends, family, co-workers, community members, and others?

6) **Life Purpose.** Your life has a unique purpose—fulfilled through what you do, your relationships, and the way you live. What is this purpose?
7) **Work.** What would you like to create in terms of your career or profession? How much energy are you willing to spend to create this situation? How does your chosen work impact others?

8) **Community.** How is community a part of your life's vision? What do you give to your community? What do you receive?

9) **Hobbies and Interests.** What activities, hobbies, or interests will complete this picture?

10) **What Else?** What else could you create or have in your life?
Identifying Your Personal Values (Page 1 of 2)

_Directions_
1. Scan your Personal Vision Worksheet. What does the worksheet say about what you value in your life? Circle the values on this list that match most closely.
2. Identify other values that relate most closely to the values you circle, and put them in groups that make sense to you.
3. Continue grouping and selecting until you have chosen the five to seven values that are most important to you.

<table>
<thead>
<tr>
<th>Values</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement</td>
<td>Financial gain</td>
</tr>
<tr>
<td>Advancement/promotion</td>
<td>Freedom</td>
</tr>
<tr>
<td>Adventure</td>
<td>Friendships</td>
</tr>
<tr>
<td>Affection (love and caring)</td>
<td>Growth</td>
</tr>
<tr>
<td>Arts</td>
<td>Having a family</td>
</tr>
<tr>
<td>Challenging problems</td>
<td>Helping other people</td>
</tr>
<tr>
<td>Change and variety</td>
<td>Helping society</td>
</tr>
<tr>
<td>Close relationship</td>
<td>Honesty</td>
</tr>
<tr>
<td>Community</td>
<td>Independence</td>
</tr>
<tr>
<td>Competence</td>
<td>Inner harmony</td>
</tr>
<tr>
<td>Competition</td>
<td>Integrity</td>
</tr>
<tr>
<td>Cooperation</td>
<td>Intellectual status</td>
</tr>
<tr>
<td>Country</td>
<td>Involvement</td>
</tr>
<tr>
<td>Creativity</td>
<td>Job tranquility</td>
</tr>
<tr>
<td>Decisiveness</td>
<td>Knowledge</td>
</tr>
<tr>
<td>Democracy</td>
<td>Leadership</td>
</tr>
<tr>
<td>Ecological awareness</td>
<td>Location</td>
</tr>
<tr>
<td>Economic security</td>
<td>Loyalty</td>
</tr>
<tr>
<td>Effectiveness</td>
<td>Market position</td>
</tr>
<tr>
<td>Efficiency</td>
<td>Meaningful work</td>
</tr>
<tr>
<td>Ethical practice</td>
<td>Merit</td>
</tr>
<tr>
<td>Excellence</td>
<td>Money</td>
</tr>
<tr>
<td>Excitement</td>
<td>Nature</td>
</tr>
<tr>
<td>Expertise</td>
<td>Open and honest</td>
</tr>
<tr>
<td>Fame</td>
<td>Order</td>
</tr>
<tr>
<td>Fast living</td>
<td>Personal development</td>
</tr>
<tr>
<td>Fast-paced work</td>
<td>Physical challenge</td>
</tr>
<tr>
<td>Pleasure</td>
<td>Power/authority</td>
</tr>
<tr>
<td>Privacy</td>
<td>Public service</td>
</tr>
<tr>
<td>Quality</td>
<td>Purity</td>
</tr>
<tr>
<td>Quality relationships</td>
<td>Recognition</td>
</tr>
<tr>
<td>Recognition</td>
<td>Religion</td>
</tr>
<tr>
<td>Reputation</td>
<td>Responsibility/accountability</td>
</tr>
<tr>
<td>Security</td>
<td>Self-respect</td>
</tr>
<tr>
<td>Sophistication</td>
<td>Serenity</td>
</tr>
<tr>
<td>Stability</td>
<td>Status</td>
</tr>
<tr>
<td>Time freedom</td>
<td>Truth</td>
</tr>
<tr>
<td>Wealth</td>
<td>Wisdom</td>
</tr>
<tr>
<td>Pressure</td>
<td>Working with others</td>
</tr>
<tr>
<td>Working alone</td>
<td></td>
</tr>
</tbody>
</table>

*This list of values is adapted from page 210 of "The Fifth Discipline Fieldbook," by Peter Senge*
Identifying Your Personal Values (page 2 of 2)

Write your seven most important values in the numbered boxes on the left in the table below. Then, for each value, write your personal definition of that value: what does each of these values mean to you?

<table>
<thead>
<tr>
<th>Value</th>
<th>What This Means to Me</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<td>4</td>
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<td>5</td>
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<tr>
<td>6</td>
<td></td>
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<tr>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
Career and Education Planning Worksheet

Name: ___________________________ Date: ___________________________
Program/Class: ___________________ Teacher: _______________________

Self Exploration

My favorite school subjects are:
1. _____________________________________
2. _____________________________________
3. _____________________________________

My job and work values are:
1. _____________________________________
2. _____________________________________
3. _____________________________________

Three skills I have are:
1. _____________________________________
2. _____________________________________
3. _____________________________________

Three occupations that I would like to explore further that support my values are:
1. _____________________________________
2. _____________________________________
3. _____________________________________

Occupational Exploration

For each of the three occupations listed above complete the following section: (Use the worksheets from lessons on using the Internet to learn about occupations, job & career fairs, and informational interviews)

Occupation Title: __________________________

Average Annual Salary: _________________________

List some things that a person in this type of occupation does:
1. _____________________________________
2. _____________________________________
3. _____________________________________

List some things that you know about the working conditions in this occupation. For example, does it require working outside or indoors, does it require sitting or standing all day?
1. _____________________________________
This occupation matches my job values, interests, and skills in the following ways:
1. 
2. 
3. 

Jobs I am looking for now or in the future:
1. Where will I look? 
2. Who will I talk to? 
3. What do I hope to earn? 
4. What contacts do I have to help me continue my education or get a job?

**New Skills**

Three skills that I would need to develop for the occupations I am interested in are:
1. 
   I will develop this skill by doing the following: 
2. 
   I will develop this skill by doing the following: 
3. 
   I will develop this skill by doing the following: 

**Education Planning**

For each of the three occupations listed in above in part one, complete the following section:

What training or degrees do you need for this career? 

Do you need a license to work in this career? If yes, what license do you need? 

What educational steps do you need to take to prepare for this career?
Sample Functional Resume

Krista Ann Brown
111 South St., #101, Baltimore, MD 49706  mabrown@ymail.com  Cell: 410-000-000

Professional Summary: Reliable, caring certified nursing assistant with experience caring for elderly and vulnerable adults. Excellent client care; friendly and compassionate, with excellent interpersonal communication skills.

Licenses and Certifications
• Maryland CNA License in good standing
• CPR Certified

Qualifications
• Comfort, care for and motivate patients
• Ability to follow directions
• Work with minimal supervision
• Comply with OSHA and HIPPA
• Excellent attendance record
• Positive attitude

Communication and Interpersonal
• Offered conversation and companionship to long-term care residents, establishing and maintaining positive patient relationships and responded to patient calls in a timely and efficient manner. Determined need and provided for care of individuals.
• Related well with team members, residents and families.
• Provided social and emotional support; encouraged residents who felt sad or lonely; observed physical and emotional changes; reported patient conditions to nurses.

Care and Support
• Assisted residents in the process of getting ready for the day; ensured they were comfortably on time for all meals and activities and helped residents with daily hygiene including showering, oral and pericare, incontinence care, minimizing rashes, sores and soiling; transferred individuals from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts and EasyStands as needed, ensuring patient safety and comfort.

Organizational Skills
• Visited and evaluated patients daily to determine which patients needed more time to prepare for the day and to respect the needs of each individual; inventoried housekeeping and personal supplies of residents. replaced or had supplies ordered as needed.

Recreation and Physical Therapy
• Supported residents with field trips, arts and crafts, music, games and reading activities. Ensured participants arrived on time, had needed accommodations and positive experiences; Worked range of motion activities with patients as instructed by LPN or RN.

Professional Experience
Certified Nursing Assistant, Reliable Senior Services, Baltimore, MD, 2012–present.
Certified Nursing Assistant, Central Hospital, Baltimore, MD, 2010–2012.

Education
Graduate, Baltimore Central High School, Baltimore, MD, 2009
American Red Cross, Certified Nurse Assistant, Baltimore, MD  2010
Sample Chronological Resume

Judith James
115 South Hawthorne Avenue
Tampa, Florida 33601
Home: (101) 555-9217
Message: (101) 555-7608

Position Desired
Seeking position requiring clerical skills in an office environment. Position could require a variety of tasks including word processing and customer contact.

Education and Training
Acme Vocational School, Temple Terrace, Florida. Completed one-year program in Secretarial and Office Management. Courses: word processing, time management, customer rights, and others.

John Adams Adult High School, Tampa, Florida. Graduated with emphasis on workforce skills and academic classes.

Experience
2015-2017
Enrolled in vocational school to learn new skills. Learned to operate word processing equipment and gained knowledge of computers.

2014-2015
Assistant Manager, Claire’s Boutique, Orlando, Florida.
Managed sales, inventory, and related tasks. Closed store on weekends.

2012-2014
Various part-time and summer jobs. Learned to meet customers and other skills.

Special Skills and Abilities
100 words per minute on word processor; can operate office equipment.
Able to accept supervision. Good social skills. Excellent attendance record.

Personal
I have excellent references, learn quickly, and am willing to accept responsibility.