

WORKSHEET

A LOOK INTO THE FUTURE

Take some time and embark on a voyage into the future. Try to write down spontaneously what goes through your head. Imagine yourself two years from now and what you wish for yourself, and then answer the following questions:

WHERE DO I WANT TO LIVE?

HOW DO I WANT TO SPEND MY TIME?

WHAT DO I WANT TO DO IN AN AVERAGE DAY AT WORK OR IN MY STUDIES?

WHAT IS GOING TO BE IMPORTANT IN MY LIFE?

HOW MUCH MONEY WILL I HAVE EVERY MONTH?

I'VE OFTEN THOUGHT ABOUT HOW IT WOULD BE IF...

WORKSHEET

MY PERSONAL FUTURE



How do I imagine my future will be 2, 5, and 15 years from now?

Take notes about how you would like to live and what you would like to spend your time doing...

IN 2 YEARS

IN 5 YEARS

IN 15 YEARS

FUTURE SCENARIOS WORKSHEET



Expectations for your professional future play an important role when you are making decisions about your career and course of study. This worksheet will help you think about your ideas and give you an opportunity to discuss your expectations with someone you trust.

It will also help you develop specific ideas for your research.

Please put a cross next to the things you would like your future professional life to include:

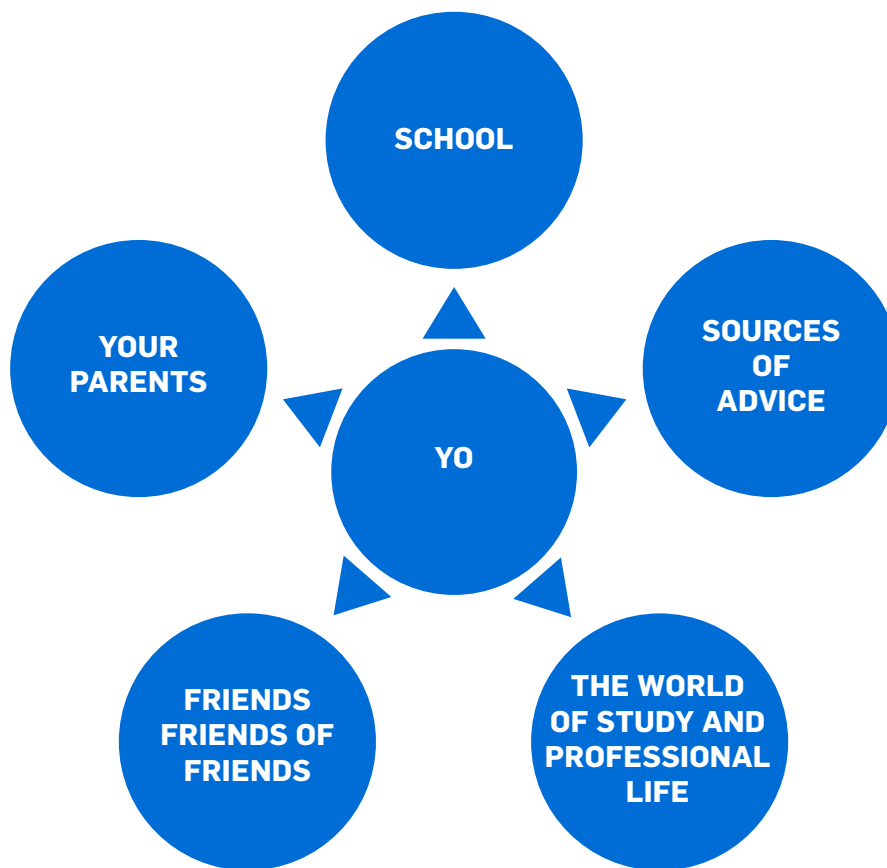
Being creative
Doing something meaningful
Recognition
Working abroad
As little stress as possible at work
Interesting and challenging work - it may also be demanding
Being able to use my practical talents
Working for myself one day
Being able to specialise in something
Developing a professional career
Earning a good income
Becoming financially independent quickly
Seeing immediate results from my work
Developing my personal abilities and ideas
Having a pleasant workplace in terms of noise, cleanliness, clothing, furnishings, working hours, ...
Good opportunities for advancement
Lots of autonomy and responsibility
Working with people
Helping other people
Combining work and free time to improve both
Being able to learn and work where I live now
A short course of training
A course of training that comes easily to me
An ambitious course of training
Lots of variety
Nice colleagues
A secure job
Professional success
Lots of travel
Work in as stylish an environment as possible
Work that may not bring me lots of money, but is fun and satisfying

WORKSHEET

YOUR PARTNERS FOR CHOOSING A PROFESSION AND COURSE OF STUDY

There are various partners who can help you choose a profession or course of study.

The role of these partners is to support you in your decision-making process. They provide you with different feedback, opinions, and perspectives which enable you to get a better idea of your options and opportunities.



CONSIDER:

- » WHAT CAREER PATH OR OCCUPATION IMPRESSES ME MOST AMONGST THE PEOPLE THAT I KNOW?
- » WHO DO I KNOW THAT COULD SUPPORT ME IN PLANNING MY PROFESSIONAL LIFE?
- » WHAT QUESTIONS AND CONCERNS WOULD I LIKE TO DISCUSS WITH WHOM?

WORKSHEET MY PLANNING ACTIVITIES



This worksheet will help you document and track the steps you take when selecting a profession or subjects for further study. You will receive a personal “roadmap” and can review your planning steps. Maybe your dreams and ideas will change – don’t be discouraged, because different paths can lead to the same goal!

INSPIRATION FOR YOUR NEXT STEPS:

- » Which opportunities do I want to take advantage of in terms of preparing for my professional or study-related goals (tests, preparation for interviews...)?
Do I know about all of the opportunities?
- » How well do I know my own values and goals?
- » How much clarity do I have about my interests and strengths?
- » What information do I need?
- » What support services do I want, and by when do I need to take advantage of them?
- » Which practical contacts can I take advantage of? Are there practical experiences that require longer advance preparation?
- » Have I worked out a Plan B? Do I need other options?

MY CHOICE OF PROFESSION OR STUDY – THIS IS WHAT I WANT TO DO	BY WHEN DO I NEED TO TAKE THESE STEPS (THE MORE SPECIFIC THE BETTER)?	WHO CAN HELP ME?	WHAT ELSE DO I NEED?	NOTES, RESULTS

MY CAREER CHART



POSITION	ACTIVITIES IN THIS PROFESSION	DURATION OF TRAINING	TYPE OF EDUCATION	REQUIREMENTS	RELATED PROFESSIONS

MY STUDIES CHART



POSITION ON	STRUCTURE AND CONTENT OF STUDIES	WHICH OF MY ABILITIES AND STRENGTHS FIT TO MY CHOSEN COURSE OF EDUCATION?	DURATION	LOCATION	REQUIREMENTS: ADMISSION RESTRICTIONS, DEADLINES, APPLICATION DEADLINES	RELATED STUDIES

REALITY CHECK – MY TOP CAREERS

The following questions can help you evaluate your research thus far: fill in the blanks with what you've just learned!



POSITION	PROFESSION	INFORMATION AND FINDINGS FROM PRACTICAL CONTACTS	THE BRIGHT SIDE: WHAT I LIKE ABOUT THE JOB	THE DOWNSIDE: I WOULD HAVE TO ACCEPT THIS

REALITY CHECK – MY TOP COURSES

The following questions can help you evaluate your research thus far: Fill in the blanks with what you've just learned!

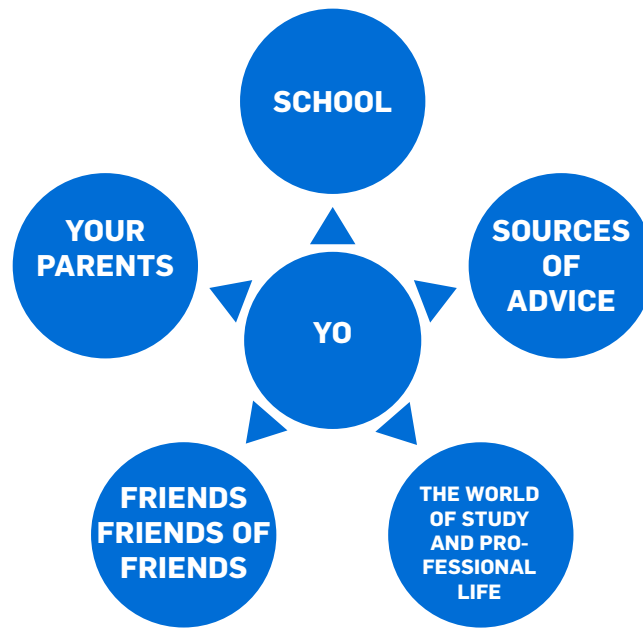


POSITION	COURSE OF STUDY	INFORMATION AND FINDINGS FROM PRACTICAL CONTACTS	BRIGHT SIDE OF THIS COURSE OF STUDY	THE DOWNSIDE THAT I WOULD HAVE TO ACCEPT

WORKSHEET

YOUR DECISION PARTNERS

Your initial choice of a profession or course of study is an important decision in your life. Prepare well for this decision and be proactive about seeking support!



CONSIDER:

- » WHO DO I KNOW THAT COULD HELP ME IN CHOOSING MY PROFESSION AND COURSE OF STUDY?
- » WHOSE OPINION DO I VALUE HIGHLY?
- » WHO HAS GIVEN ME HELPFUL AND USEFUL FEEDBACK ABOUT MY CHOICE OF PROFESSION OR COURSE OF STUDY UP TO NOW?
- » WHO DO I ESPECIALLY TRUST ON THIS?

WRITE DOWN WHO YOU ARE GOING TO MAKE PERSONAL APPOINTMENTS WITH AND BY WHEN:

WHO?	BY WHEN?	MY PRIORITY FOR THIS DISCUSSION...

SOURCE: WWW.SO.CH/FILEADMIN/INTERNET/DBK/EBBAA/PDF/BSB/BERUFSWAHLORDNER/KAPITEL_2/BWO_UEBERBLICKENo9_2013o422_SF.PDF

EXTERNAL IMAGE

“THIS IS HOW OTHERS SEE ME”

This worksheet provides a list of strengths. Please evaluate how well they describe your colleague:

STRENGTHS	Definitely	More than a little	A little bit	Not really
determined, active				
outgoing, communicative				
persistent				
friendly				
thoughtful, observant				
compassionate, caring				
orderly				
polite, courteous				
eager for knowledge, curious				
self-confident, independent				
creative, imaginative				
thorough, conscientious				
flexible				
disciplined				
tolerant, generous				
even-tempered, calm				
adaptable				
reliable, dutiful				
helpful				
patient				
team-minded				
capable of finding his/her way in a variety of situations				
energetic				
able to work under pressure				
good at organisation				
deals well with conflict				

WORKSHEET MY PORTFOLIO

This worksheet will help you refine your personal profile.

Take time to think about these questions and discuss them with someone you trust. Often an outside perspective can help you recognise undiscovered talents, abilities, and resources.

HOW WOULD I DESCRIBE MYSELF?

WHAT CHARACTERISTICS DO I VALUE IN MYSELF?

HOW WOULD MY BEST FRIEND DESCRIBE ME?

WHAT AM I PARTICULARLY GOOD AT?

WHAT HAS GONE PARTICULARLY WELL IN MY LIFE SO FAR? WHICH ABILITIES AND KNOWLEDGE DID I USE FOR THIS?

IF I WERE TO CHOOSE A MOTTO FOR MY PROFESSIONAL FUTURE, WHAT WOULD IT BE?

WHICH SCHOOL SUBJECTS DO I ENJOY MOST, AND WHY?

IN WHICH AREAS CAN I DEVELOP EVEN FURTHER RIGHT NOW, AND HOW COULD I DO THAT?

WORKSHEET MY IDEAL CV



Imagine your long-term professional and personal development.

Make notes about your ideas in the fields below. Use this opportunity to talk about your thoughts on your "ideal CV" with someone you trust.

THIS IS HOW I WOULD LIKE TO LIVE...	PARTNERSHIP	CHILDREN	WHERE TO LIVE	PROFESSION	MONEY	FREE TIME
... AT AGE 18						
... AT AGE 21						
... AT AGE 25						
... AT AGE 30						
... AT AGE 45						
... AT AGE 65						

WORKSHEET

MY LIFE AFTER SCHOOL

Think about what you want right now for your future. What is most important to you personally for your life after school, and why? Write down your thoughts spontaneously.



MY CAREER IDEAS

WHICH SUGGESTED PROFESSIONS ARE ON YOUR SHORTLIST?

TAKE ANOTHER LOOK AT THE “STRENGTHS / VALUES / GOALS” WORKSHEETS. DO THE RESULTS THERE FIT WITH YOUR SUGGESTED PROFESSIONS?

» WHICH OF YOUR STRENGTHS, VALUES, GOALS AND ABILITIES ARE PARTICULARLY SUITED TO YOUR SELECTED PROFESSIONS?

» WHICH OF YOUR CHOSEN PROFESSIONS FIT PARTICULARLY WELL WITH YOUR STRENGTHS, VALUES, GOALS, AND ABILITIES?

» WHAT DOESN'T FIT OR SEEMS UNCLEAR?

RANK YOUR POSSIBLE PROFESSIONS ACCORDING TO YOUR OWN PRIORITIES: WHICH DO YOU LIKE THE MOST? WHICH SEEMS BEST TO YOU? WHICH IS IN SECOND PLACE? ...

1.

2.

3.

CHECKING THE RESULTS

THINK ABOUT WHY YOU RANKED THEM IN THIS ORDER. WHAT WERE THE DECISIVE FACTORS FOR YOUR ASSESSMENT? WHICH FEATURES OF THE SUGGESTED PROFESSIONS ARE IMPORTANT FOR YOU? WRITE DOWN KEYWORDS ABOUT YOUR THOUGHTS:

RESEARCH: FIND OUT WHAT TRAINING YOU NEED FOR YOUR NUMBER 1 POSSIBLE PROFESSION. USE DIFFERENT SOURCES OF INFORMATION.

MY NUMBER 1

	VERSION A	VERSION B	VERSION C
NAME OF THE TRAINING PROGRAM			
INSTITUTION			
LOCATION			
DURATION			
YOUR PROS + CONS			

AND MAYBE NUMBER 2

	VERSION A	VERSION B	VERSION C
NAME OF THE TRAINING PROGRAM			
INSTITUTION			
LOCATION			
DURATION			
YOUR PROS + CONS			