

WORKSHOP GUIDEBOOK

# **GAIN CAREER CLARITY: DECIDING YOUR NEXT BEST STEP**

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Explore how to bring your work and career into alignment with your life (values, energy, boundaries).

**wellspirit™**



# WHAT MATTERS TO ME: VALUES

Identifying what matters most to you in life will take some careful consideration.

**Step One:** From this extensive list of words, circle or highlight some words that most reflect *how you want to live your life, or what matters most.*

Abundance	Expression	Positivity
Acceptance	Expertness	Power
Accountability	Fairness	Practical
Achievement	Family	Prestige
Adventure	Financial freedom	Proactivity
Affection	Flexibility	Productive
Aesthetics	Freedom	Professionalism
Authenticity	Friendships	Punctuality
Autonomy	Fun	Purpose
Balance	Generosity	Quality / Rigor
Beauty	Gratitude	Realness
Belonging	Growth	Recognition
Benevolence	Harmony	Relaxed
Caring	Health	Reliability
Challenge	Honesty	Relationships
Change	Honour	Respect
Cleverness	Hope	Resilience
Collaboration	Humility	Resourcefulness
Community	Humour	Responsibility
Commitment	Inclusiveness	Risk taking
Compassion	Independence	Safety
Competition	Individuality	Security
Confidence	Influence	Self-Actualisation
Contribution	Integrity	Self-control
Control	Intelligence	Selfishness
Co-operation	Intimacy	Service
Courage	Intuition	Sharing
Courtesy	Joy	Simplicity
Creativity	Justice	Solitude
Credibility	Kindness	Spirituality
Curiosity	Knowledge	Stability
Daring	Learning	Success
Decisiveness	Love	Support
Dedication	Loyalty	Sustainability
Dependability	Making a difference	Thoughtfulness
Dignity	Mobility	Tolerance
Diligence	Optimism	Tradition
Discipline	Openness	Truth
Diversity	Order / Structure	Understanding
Empathy	Originality	Unity
Enthusiasm	Passion	Variety
Enterprise	Patience	Vigour
Equality / Equity	Peace	Vision
Ethical	Perfection	Vitality
Excellence	Performance	Warmth
Excitement	Perseverance	Wealth
Expression	Playfulness	Well-being
Expertness	Pleasure	Wisdom
	Popularity	

**Step Two:** Narrow your list down to 5-7 core values

**Step Three:** Write a short note about what that value looks like in your real life today. And how does your current role honour them - rate each value out of 5 (5 being high).

**Step Four:** Now translate those core values into career must-haves - your non-negotiables. Ask yourself: "For my work to truly support my life, what has to be true?"

# IDEAL WORK ENVIRONMENT – WHAT FITS YOUR LIFE NOW

Returning to work isn't just about what you'll do – it's also about where, how, and with whom you'll do it. The right environment fuels your energy, confidence, and impact. The wrong one can drain you, even if the work itself is great. So we're going to explore what kind of work environment will support you best in this next chapter.

## Instructions:

Answer each question honestly and briefly – go with your gut.

Write a few words or phrases for each section.

### 1. How do you want to feel at work?

What emotions do you want your workday to evoke? (E.g., calm, inspired, energised, focused, connected.)

### 2. Where do you work best?

What physical environment helps you thrive? Picture the setting. Is it a bright, open space full of people? A home office during school hours? A hybrid rhythm – two days in, three days from home?

### 3. Who brings out your best?

Think about the people around you. Do you thrive with supportive, encouraging teammates? Ambitious go-getters who challenge you? Creative thinkers who brainstorm big ideas? Or calm, detail-focused professionals who keep things grounded?

### 4. How much connection do you want?

Some mums returning to work crave adult connection and teamwork. Others need focus time and fewer meetings. Do you prefer lots of collaboration or mostly independent work with occasional check-ins? What team size feels right – close-knit and personal, or larger and dynamic?

### 5. What rhythm keeps you energised?

Do you like long, deep-focus stretches with minimal interruption? Or do you work best in shorter bursts with regular breaks? Think about how your energy ebbs and flows through the day – and how your schedule can support that. For many mums, aligning work blocks with school hours or nap times can make all the difference.

### 6. What leadership & culture fit you?

Imagine your ideal manager or organisation. Do you want hands-off trust, mentor-style guidance, or collaborative decision-making? And culturally – do you love a fast-paced, high-growth environment, or a mission-driven, family-friendly one? Would you thrive in a structured organisation with clear roles, or a flexible one where you wear a few hats?

### 7. How should work fit into your whole life?

How many hours feel sustainable? How much flexibility do you need around school drop-offs, sports, or caring responsibilities? How do you want to integrate (or separate) work and family time? What does true work-life balance look like for you now?

### 8. Boundaries & Pace — protecting what matters

List your non-negotiables (school pickups, no late nights, minimal travel, weekends free). Is the role I'm in (or returning to) designed to protect those boundaries?

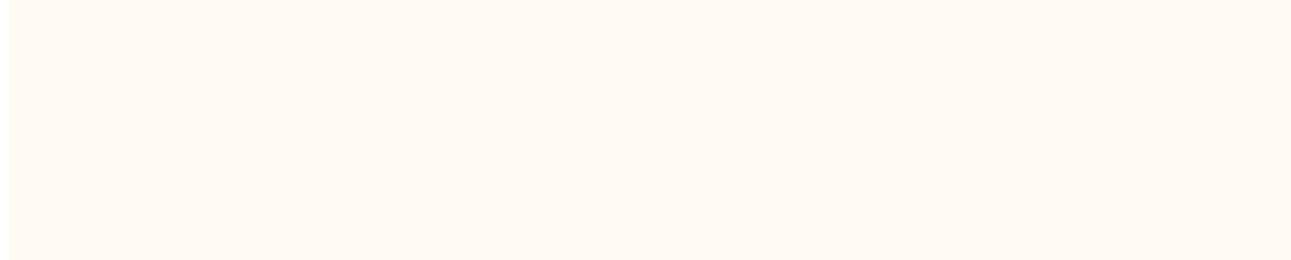
### 9. Money, Security & Reward

Income needs, stability, benefits, flexibility, or appetite for risk (consulting/contracting). What level of income will comfortably support your household and goals? How much security do you need – steady paycheck, guaranteed hours, benefits? Would you trade a little stability for flexibility – or is consistency a must?

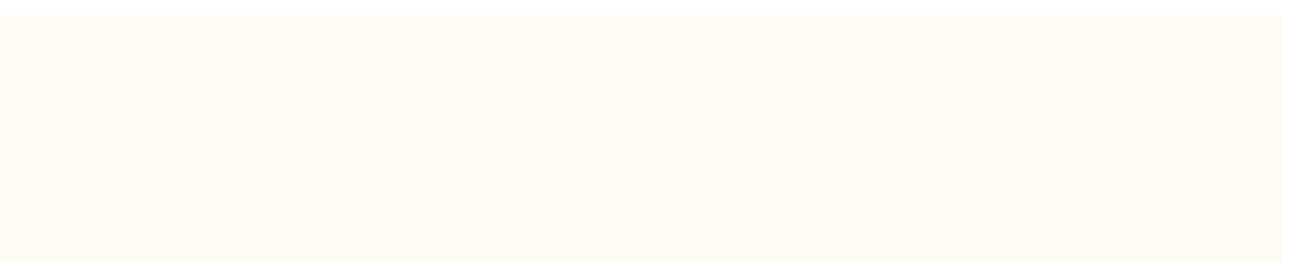
## YOUR ALIGNMENT SNAPSHOT

### THE THREE C'S

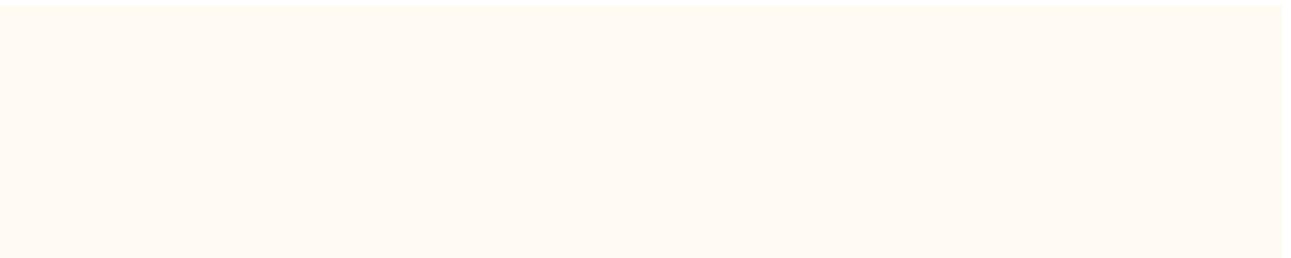
Control – What control do I need over my time, location, workload, and boundaries?



Compensation – What income, stability, benefits, and financial conditions support my life now?



Content – What type of work, tasks, and responsibilities feel meaningful, energising, and aligned with my strengths?



**Taking Stock**

What fuels my energy

What drains my energy

**Theme Hunting**

Zoom out (patterns from the above lists)

What I need now

**Action Plan**

3 SMALL ACTIONS and corresponding 5 turtle steps:

# My Career Clarity Compass

**My Core Values**

For each value, this is what it means and how it translates into everyday work decisions, behaviours, and boundaries (write a sentence next to each value).

**Ideal Work Environment**

How I feel at work

Physical space (where)

Type of people

How much connection

Rhythm that keeps me energised

Type of Boss

Work Culture

How work fits into my life

Boundaries

Salary

**What I love ❤️**

Top 3 things I'm truly interested in exploring about in the next phase of my career

**What I'm good at 🌟**

Strengths and skills I want to use

**What Fits My Life 🌱**

The hours, flexibility, location, and energy I can realistically give.