THE CAREER CONFIDENCE WORKBOOK

Reflection exercises to accompany
'The Career Confidence Toolkit'

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Welcome!

This is the bonus content I have created to accompany my book **The Career Confidence Toolkit.**

I know that you have downloaded this Workbook to help you get the clarity you need to find fulfilment and a sense of purpose in your work. As with most things in life, the more you put in, the more you will get out.

It's not enough to just download the Workbook. You need to take the time to reflect and complete the exercises. I promise that if you do, little by little, clarity will emerge.

I've organised the workbook around the eight elements of The Career Confidence Wheel. As you go through the book, you will be able to find the relevant accompanying exercises in the Workbook.

Any questions or if you would like a chat about how I could support you on a 1:1 basis to build your career confidence, feel free to email me at **nicola@nicolasemple.com.**

Nicola

The Career Confidence Coach

Nicola Semple
THE CAREER CONFIDENCE COACH

The Career Confidence Wheel

We are going to work together to build your Career Confidence. To do that, it's important to understand exactly where you are now. To help identify the specific areas of support that clients need, I have developed the Career Confidence Wheel.

Your Career Values - What is important to you about your work? What are your non-negotiables that you need to be happy and fulfilled at work?

Your Career Vision – What does career success look like to you? What will that look, sound, and feel like?

Your Career Goals – What specifically do you want to achieve at work in the next two to three years? How will you know when you have achieved these goals?

Your Career Beliefs – What do you believe that will either help or hinder you to be successful? What will you choose to believe to help you bring your Career Vision to life?

Your Career Behaviours – What behaviours do you currently have that will help or hinder you from being successful? What behaviours do you need to change to help you achieve your Career Vision?

Your Career Brand – What do you want to be known for? Who needs to know about the work you do and the value that you bring?

Your Career Village – What support networks do you have in place to help you achieve your Career Goals? How can you pay it forward and support others to achieve their Career Goals?

Your Career Balance – What does Career Balance look and feel like to you? What do you need to put in place to make sure you can achieve and maintain Career Balance?

The Career Confidence Questionnaire

The following questions will help you understand what to prioritise in terms of the work you need to do to make progress on your Career Confidence.

On a scale of 1-10, to what extent do you agree or disagree with the following statements:
(1 being strongly disagree and 10 being strongly agree)

Your Career Values

- I know my values (what is important to me) in relation to my career e.g. flexibility, autonomy, financial security. ☐
- I know my values in relation to my life outside of work e.g. adventure, creativity, spirituality. ☐
- I am currently living my life in alignment with my values and prioritising the things that are important to me. ☐

Career Values Total Score 0

Your Career Vision

- I have a clear view of what I want from my life and career. ☐
- I am not tempted to change my mind about my career when I hear other people talking about theirs. ☐
- My vision for my career is aligned with the amount of time and energy I have available to devote to it at this point in my life. ☐

Career Vision Total Score 0

Your Career Goals

- I have specific Career Goals and am clear about what I am working towards over the next 18 to 24 months. ☐
- I regularly track and measure my progress against my Career Goals. ☐
- I regularly review my goals to check they are still relevant and adjust them where required. ☐

Career Goals Total Score 0

The Career Confidence Questionnaire (cont.)

Your Career Beliefs

- I believe that I have everything that I need to be able to bring my Career Vision to life. ☐
- I believe that I am in control of my career success. ☐
- I believe that other people's belief in me is justified. ☐

Career Beliefs Total Score 0

Your Career Behaviours

- I take responsibility for my own career success and don't wait for other people to suggest my next career step. ☐
- I set clear boundaries with others and am comfortable saying no. ☐
- I am comfortable sharing my career success with other people. ☐

Career Behaviours Total Score 0

Your Career Brand

- I can succinctly explain what I do and the unique value that I bring. ☐
- I know how I want others to think and feel when they hear my name. ☐
- I know how to share the value I bring in a way that is authentic and comfortable for me. ☐

Career Brand Total Score 0

Your Career Village

- I have a strong career network that I can access to support me in achieving my goals. ☐
- I have a strong support system (e.g. childcare) to give me the flexibility I require to focus on my Career Goals. ☐
- I have mentors and sponsors that provide access to opportunities that will help me achieve my goals. ☐

Career Village Total Score 0

The Career Confidence Questionnaire (cont.)

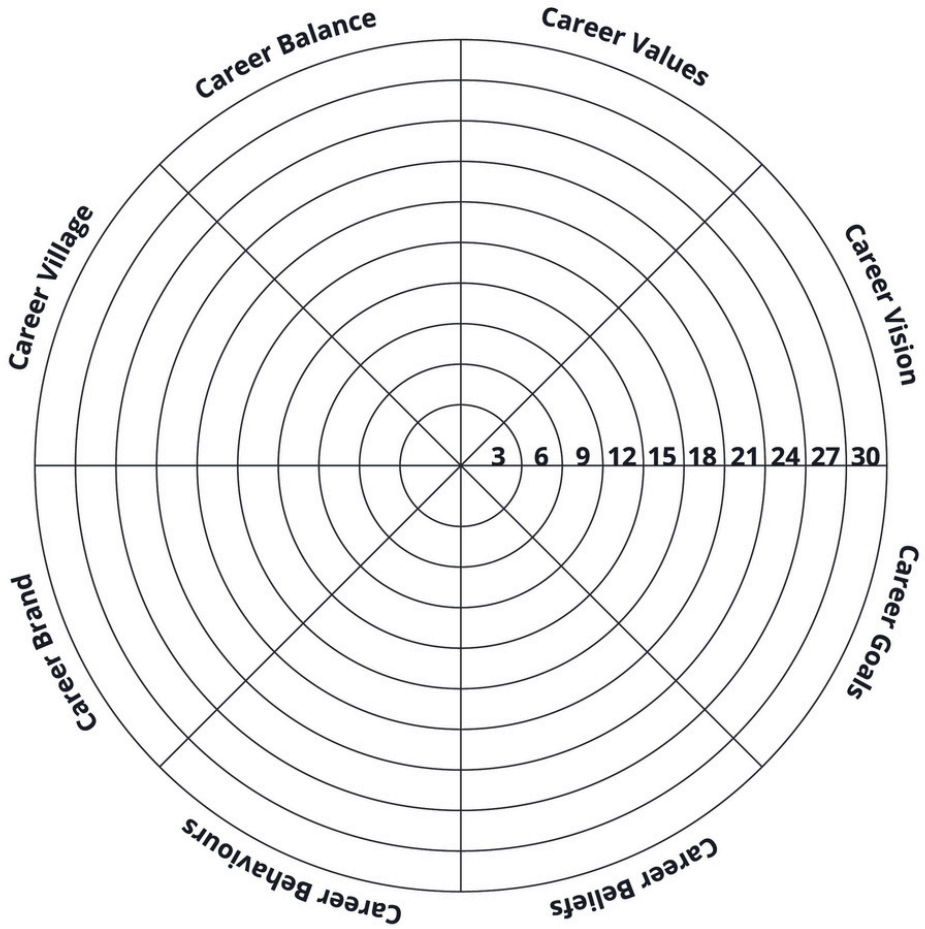
Your Career Balance

- I know what career-life balance looks and feels like to me. ☐
- I have sufficient control over my working hours so that I can achieve career-life balance. ☐
- I have sufficient control over my work location so that I can achieve career-life balance. ☐

0

Career Balance Total Score

When you have your score for each category, you can plot your results on the Career Confidence Wheel.



The area of the Career Confidence Wheel that requires the most focus is:

Your Motivation to Build Your Career Confidence

Why is building your career confidence important to you?

What do you want to be different as a result of working on your career confidence?

What might stop you from making the progress you want in developing your career confidence?

Your Career Values

Your Career Values represent your beliefs about what is important to you in the context of your work. Many people find the concept of Career Values vague. This might be the first time you have ever thought about your values, and you may find them difficult to define. You might need to do a little bit of detective work to uncover what is important to you.

Your Career Timeline

As a first step to uncovering your values, review your career history. To create your Career Timeline, map out your career from your very first job to the present day, even if it's unrelated to your current work. Then identify the highs and lows of your career and take time to reflect on what caused those highs and lows.

Your Career Values (cont.)

What's Important To You

The next step is to identify what is important to you in relation to your career. Brainstorm the things that are important to you using your own words. There are no right and wrong answers here. There's no need to use formal language. Be sure to pick words that are meaningful to you.

You might break down those important things into categories such as:

People I work with	
Place I work	
Content of role	
Type of organisation	
How work fits into my life	

Your Career Values (cont.)

Prioritising Your Career Values

Keep reviewing and refining the list of things that are important to you. You might start to notice patterns or recurring themes that you can group under a single heading.

Your aim is to have a list of 8-10 key Career Values.

The next step is to prioritise the values you have identified. Look at your list of values and ask yourself: *"If I could only have one of these things, what would it be?"* In an ideal world, we would want our career to fulfil all these values, but keep in mind that we do need to prioritise at this stage.

Once you identify the first value on your list, look at the remaining ones and ask yourself: *"If I could only have one of these things, what would it be?"* Do this until you have a complete list of prioritised values.

Your Career Values	Your Prioritised Career Values

Your Career Values (cont.)

Further Prioritising Your Values

You now have a prioritised list of 8-10 values. Well done! This isn't easy and you are doing brilliantly to have got this far.

Now we are going to get even more ruthless to validate the priority order of your values.

Take Value #1 on your 'Prioritised Career Values' list on the previus page and ask yourself: *"If I had Value #1, would it be okay not to have Value #2?"* For example, if I had flexibility, would it be okay to not have recognition?

Move through the list and ask yourself this same question for all your values. Reorder and reprioritise your values as you go. In doing so, you'll get a better sense of your priorities.

My Final List of Career Values

Your Career Values (cont.)

For each of your top three values, take some time to reflect on what it is about that value that is important to you.

Why is **important to you?**

Why is **important to you?**

Why is **important to you?**

Your Career Vision

Your Career Vision is a way of articulating what you want from your future career and will evolve over time.

Seasons of Your Career

What season of your life are you currently in?

To what extent are you able to devote time, energy, and attention to your career as you would ideally like?

How might the season of your life influence your Career Vision over the next 3-5 years?

Your Career Vision (cont.)

What does career success look like to you?

What do you want from your career over the next 3-5 years?

Your Career Vision (cont.)

Map Out Your Ideal Day or Week

Create your vision of your ideal day or week. For some people, a day makes sense as there is an element of routine to the work they do. For others, the type or location of work they do may vary throughout the week, so it's helpful to look at the week as a whole.

What will you spend your time doing?

What time will your day start?

How many days will you work each week/hours will you work each day?

Where will you carry out your work?

If you don't work from home, how long is your commute?

Your Career Vision (cont.)

Map Out Your Ideal Day or Week (cont.)

Will you work alone or as part of a team?

Will you manage other team members?

Will you have a lot of responsibility?

Will your work involve travel?

How will your work fit with other family commitments?

Your Career Vision (cont.)

Understanding Your Financial Motivations

Building a successful career is not just about the amount of money that you earn. However, money needs to be part of your consideration of what career success looks like to you.

How much do you need to earn?

How much do you want to earn?

What is the gap between what you need to earn and what you want to earn?

What sacrifices are you willing to make to achieve what you want to earn versus what you need to earn?

Your Career Vision (cont.)

Knowing Your Strengths

A successful career is one where you can play to your strengths and are supported in the areas that don't come so easily to you.

- Review your Career Timeline. Identify when you produced excellent results. Which of your strengths did you use to help you produce those results?
- What do you do that doesn't feel like work to you?
- Ask other people what they believe your strengths to be.

Strength	Examples of When You Used This Strength	Do I want to continue to use this strength? (Y/N)

Your Career Vision (cont.)

Knowing Your Strengths (cont.)

Strength	Examples of When You Used This Strength	Do I want to continue to use this strength? (Y/N)

Your Career Vision (cont.)

Your Aspirations for Development

Your aspirations for development are also a major factor in determining what your version of career success looks like.

Write a short letter to the You of 10 years ago. Include a summary of your achievements and acknowledge how you have grown and developed in that time.

Your Career Vision (cont.)

Your Aspirations for Development (cont.)

How would you like to continue to develop in your career?

What does that look like specifically? For example, qualifications, courses, skill development, industry experience?

What resources do you need to help you to develop?

How can you make a contribution and support others with their career development?

Your Career Vision (cont.)

Create Your Vision Board

Once you are clear on what you want from your career, it is important to find a way to articulate your vision. You can choose how you create your vision board. The most important thing is that it is meaningful to you. When you look at it, you should feel inspired. You might decide to:

- Create a collage of images using online resources and magazines
- Set up a digital vision board using a tool such as Pinterest or Trello
- Design a digital collage using a tool such as Canva or Picmonkey
- Draw your vision
- Collate a list of phrases that encapsulate your vision

Your Career Goals

What Do You Want?

Your Career Goals are the specific things that you want to achieve. To help you identify your Career Goals, go back, and look at your Career Vision. Think about the steps you need to take in the next 12-18 months to bring that Career Vision to life.

Brainstorm a list of potential goals

Your Career Goals (cont.)

What Do You Want? (cont.)

For each potential goal on your list, ask yourself:

- How do you feel when you read the goal?
- Do you want to do the work required to achieve this goal?
- Does the goal align with your Career Values?

From the list identify 3 – 5 Career Goals you are going to focus on over the next 12-18 months.

Your Career Goals (cont.)

Make Your Goals SMART

Review and rewrite each of your 3-5 Career Goals and ensure they are SMART: Specific, Measurable, Achievable, Relevant, Time Bound

Evaluation and Review Your Career Goals

What mechanism will you put in place to evaluate and review your goals on a regular basis?

What obstacles could potentially get in the way of you achieving your goals?

Your Career Beliefs

Your Career Beliefs are the things that you believe to be true about you and your ability to navigate your career.

What positive, supportive beliefs do you hold about yourself concerning your career?

What limiting beliefs do you hold about yourself concerning your career?

What experiences, people, or influences have led you to form those beliefs?

Your Career Beliefs (cont.)

Developing Supportive Beliefs

What supportive beliefs do you need to develop to bring your vision to life and achieve your goals?

What actions can you take to build and reinforce these supportive beliefs?

What process can you put in place to gather evidence of your new supportive beliefs in action?

Your Career Beliefs (cont.)

Conquering Your Inner Critic

What are the repeated stories that your inner critic tells you?

When your inner critic starts to tell you these stories, what is your default 'autopilot' response?

Create a persona for your inner critic. What will you call your inner critic? What does it look like?I (Perhaps you could draw your inner critic!) What does it sound like?

Your Career Beliefs (cont.)

Conquering Your Inner Critic (cont.)

When does the voice of your inner critic emerge? What patterns can you notice?

What can you learn from what your inner critic is telling you?

Your Career Beliefs (cont.)

Managing Imposter Syndrome

When imposter syndrome kicks in what do you experience? Thoughts in your head? Sensations in your body? Emotions? Impact on your behaviour?

What is your autopilot response?

How can you choose to respond instead?

Who can you talk to about your imposter syndrome to normalise the feeling of being an imposter?

Your Career Behaviours

Understand Your Career Behaviours

Take some time to reflect on how you show up in the workplace. Which of these positive and negative behaviours do you exhibit regularly? Check them on the sheet.

Positive Behaviours		Negative Behaviours	
☐ Reliable	☐ Enthusiastic	☐ Procrastinates	☐ Competes rather than collaborates
☐ Adaptable	☐ Team player	☐ Poor time management	☐ Doesn't delegate
☐ Outcome oriented	☐ Demonstrates loyalty	☐ Disorganised	☐ Micromanages
☐ Organised	☐ Shows gratitude	☐ Lacks initiative	☐ Disregards work/life balance of others
☐ Accountable	☐ Respects diversity	☐ Resistant to change	☐ Doesn't take initiative
☐ Strong work ethic	☐ Fosters a collaborative work environment	☐ Poor communication skills	☐ Unreliable
☐ Positive attitude	☐ Resolves conflict	☐ Ineffective listening	☐ Lacks attention to detail
☐ Actively listens	☐ Recognises and celebrates achievement	☐ Interrupts others	☐ Unable to prioritise
☐ Shows empathy	☐ Takes on leadership roles	☐ Doesn't take responsibility for mistakes	☐ Overcommits and underdelivers
☐ Takes ownership of mistakes	☐ Delegates effectively	☐ Lacks accountability	☐ Indecisive
☐ Problem solver	☐ Fosters a positive work culture	☐ Ignores constructive criticism	☐ Overreliance on others
☐ Decision maker	☐ Willing to share knowledge	☐ Defensive	☐ Lacks self-awareness
☐ Critical thinker	☐ Emotionally resilient	☐ Excessively complains	☐ Overly competitive
☐ Creative	☐ Gracious in success and failure	☐ Lacks enthusiasm	☐ Lacks cultural awareness
☐ Flexible	☐ Mentors others	☐ Refuses to collaborate	☐ Discriminates
☐ Resilient	☐ Balanced work and personal life	☐ Takes credit for others' work	☐ Bullying
☐ Consistent	☐ Handles criticism constructively	☐ Lacks empathy	☐ Unable to manage conflict
☐ Manages pressure		☐ Avoids confrontation	☐ Lacks strategic thinking
☐ Confident		☐ Overly confrontational	☐ Unable to see the big picture
☐ Professional			☐ Poor problem-solving skills
☐ Emotionally intelligent			
☐ Diplomatic			
☐ Good at building relationships			

Other Positive Behaviours

Other Negative Behaviours

Your Career Behaviours (cont.)

Reviewing Your Career Behaviours

What can you learn from reviewing your positive and negative behaviours?

Are you the type of person you would want to work with?

What positive behaviours are you most proud of?

What negative behaviours are you willing to commit to change?

Your Career Brand

Your Career Brand, also known as a personal brand, is about identifying how you want to be known by other people and how you portray yourself, both consciously and unconsciously.

Think of one standout memorable person in your current organisation who you admire. What observations can you make about their Career Brand?

The first step in building a Career Brand is to define what you want that brand to be. Reflect on your strengths, values, and long-term goals for your career. What do you want to be known for?

Your Career Brand (cont.)

Create Your Career Brand Manifesto

Your Career Brand Manifesto sets out what is important to you that people need to know about you.

What do you want other people to say when they interact with you?

What unique skills and capabilities do you have to offer the world?

What is your current reputation among colleagues and your network?

What three words sum up how you want to be perceived?

What do you want other people to say when they interact with you?

How do you want people to feel after they have spent time with you?

Your Career Brand (cont.)

Create Your Career Brand Statement

Your Career Brand Statement distils your Career Brand Manifesto into a concise and compelling statement (one or two sentences is sufficient).

Write your Career Brand Statement now and ask for feedback from three to five people.

Your Career Brand (cont.)

Your Career Brand Plan

Who Needs To Know About You	What Do You Want Them To Know	How Will You Let Them Know	When Will You Let Them Know

Your Career Brand (cont)

Understanding Your Career Brand Why

What is your overall Career Vision and how does building your Career Brand fit within that?

Why is sharing your Career Brand important to you?

What do you want to achieve as a result of sharing your Career Brand?

Your Career Village

Mapping Your Career Village

Who is currently part of your Career Village?

Your Team	Who is in it?
Your Team	
Your Wider Organisation	
Network Outside Your Organisation	
Your Role Models	
Your Career Buddies	
Your Support Network	

Your Career Village (cont.)

Your Board of Directors

Who is currently part of your Board of Directors?

The Industry Expert	
The Idea Generator	
The Master of Getting Stuff Done	
The Connector	
The Critical Advisor	
The Positive Pusher	
The Sanity Checker	
The Sponsor	

Your Career Village (cont)

Reviewing Your Career Village

Do the people in your Career Village understand the importance of the role they play?

Do you show them appreciation for their support?

Where are the gaps in your Career Village?

How can you fill the gaps in your Career Village?

Your Career Balance

Understanding Your Capacity Bucket

Draw your own capacity bucket, making a note of the things that currently influence the size of your capacity bucket. Also make a note of what is currently filling your capacity bucket and what makes your capacity bucket overflow.

Your Career Balance (cont.)

Reconfiguring Your Capacity Bucket

In the context of work, what are your key priorities?

What are the 'smaller rocks' that also need to be in your capacity bucket?

What is the 'gravel' that you can eliminate?

Your Career Balance (cont.)

Creating Your Career Balance

In the context of your current role, what does Career Balance mean for you?

What support might you need to help you achieve this Career Balance?

Your Career Confidence Action Plan

Creating Your Action Plan

Over the next three months, the area of the Career Confidence Wheel I will focus on is:

I commit to the following 3 actions:

How will you monitor and review your progress against your Career Confidence Action Plan each week?

Career Confidence Weekly Review

What have I done to build my Career Confidence in the last week?

What am I most proud of?

What has been my biggest learning?

Next week, who do I need to be to show up as the most career confident version of myself?

About Nicola Semple

Nicola has one very simple goal. For people to wake up in the morning, look forward to the day ahead, and go to work with a spring in their step.

She works with professionals who have fallen into their careers and risen through the ranks because they 'don't know what they want to do when they grow up'. She helps them to approach their work with purpose and direction and craft a career that brings them joy and fulfilment.

Nicola is a displaced Glaswegian living in Surrey with her Surinamese Dutch husband, gymnast daughter, climbing-mad son, and Etti the cat. When she's not helping clients solve their career quandaries, Nicola spends her time playing Uber driver for her two kids, cooking up a storm and planning micro-adventures with family and friends, her most recent being a day trip to Marrakesh.

Next Steps

Would you like more support to help you take control of your career and find fulfilment at work?

Listen to The Career Confidence Podcast

In The Career Confidence Podcast, we explore how you can build your career with confidence and improve your workplace happiness. We cover topics such as managing uncertainty, dealing with stress, overcoming self-doubt, and building healthy boundaries so that you can excel at work and still have a life. You can access via all the major podcasting apps or listen here: https://nicolasemple.com/podcast

Connect on LinkedIn

I share Career Confidence content and resources on LinkedIn. You can connect with me here: https://www.linkedin.com/in/iamnicolasemple/

Work Together

Working with a coach is the fastest way to take control of your career, especially if you need help to uncover why you feel stuck or need some accountability. Find out more about my coaching services here: https://nicolasemple.com

If you would like to book a time to chat so that we can get to know each other better, you can do so here: https://nicolasemple.com/chat

Client Feedback

"I cannot recommend Nicola highly enough"

I was looking to move from my current job into a role that, although in the same sector, required a different perspective and way of working and offered real opportunities for promotion. Having spent so long in my current role I doubted my ability to meet the requirements of the new role and I needed to boost my confidence if I wanted to succeed in progressing upwards. Although I had the advice of family and friends, it wasn't enough and I hoped that seeking the support, skills and insight of a professional coach would enable me to develop the right mindset and ditch the imposter syndrome.

With Nicola's help I worked through the limiting beliefs I had that were holding me back from taking the next step. She helped me clarify what was lacking in my current role and what the priorities were for any new role. She helped me better understand my strengths and weaknesses and together we confronted and developed strategies for dealing with my 'confidence demons'.

During my time working with Nicola I interviewed for and accepted a new role at a different company and she helped me prepare both practically and mentally for the new challenges that I will face. Thanks to Nicola I am entering this next phase with a new confidence I didn't have before and an arsenal of tools and strategies to help me deal with the inevitable wobbles in my self-belief when they crop up in future.

I cannot recommend Nicola highly enough. Coaching sessions are an investment in your career in the same way that any technical qualification would be. So often it is mindset that holds us back from achieving the career we want and working with Nicola helped me develop the mindset I needed to make the leap into a new and different role."

Victoria, Director, Law Firm

"*Supportive and Caring*"

"I have now been working with Nicola for 9 months. Her impact has been incredible, she has supported me to find the confidence to take control of the next phase of my career. Her approach is supportive and caring but she knows exactly when to challenge and encourage me to take action and to keep on working towards my long-term goal."

Sarah, International Head of Learning and Development at Law Firm

Client Feedback

"Nicola empowers you to help yourself"

"Nicola doesn't give you any answers, but she will ask questions to uncover your obstacles and desires and call you out if you hide behind old patterns and beliefs that could keep you stuck.

I loved Nicola's approach – encouraging you to dream big and reimagine your life while offering pragmatic and grounded advice on how to work towards making it a reality."

Priti, Strategy Consulting Director

"I couldn't have hoped for a better coach than Nicola"

"I knew something was holding me back from taking the next step at work but I didn't know what. Working with Nicola meant I could explore what was going on with someone who didn't know me, and had no other life experience of me. This liberated me to be more painfully honest. The only person judging me was myself, and I was actually able to listen to myself clearly.

As a result I have a clearer understanding of what's important to me in work and why, and how I can make sure I am prioritising the right things. Finally, I have a healthier relationship with why certain things are less important to me, and why I should not feel so conflicted about that (for example, due to social or societal pressures).

What I needed was someone who was both kind and patient, who allowed me to feel vulnerable, but who was also tough enough to know when I wasn't going deep enough with myself and encouraged me to go further. I needed someone who would help me care more about me, and my needs.

I couldn't have hoped for a better coach than Nicola, who was such an honest but supportive guide through this process. I stress the word guide: she allowed me to do the hard work but knew exactly where to orient me. Despite covering some tough topics, I always left our sessions with energy and a sense that I had fun!"

Christian, Chief Technology Officer

Interested in learning more about Career and Confidence Coaching

Contact Nicola today: nicola@nicolasemple.com

Nicola Semple

THE CAREER CONFIDENCE COACH