

# Head & Heart Decisions

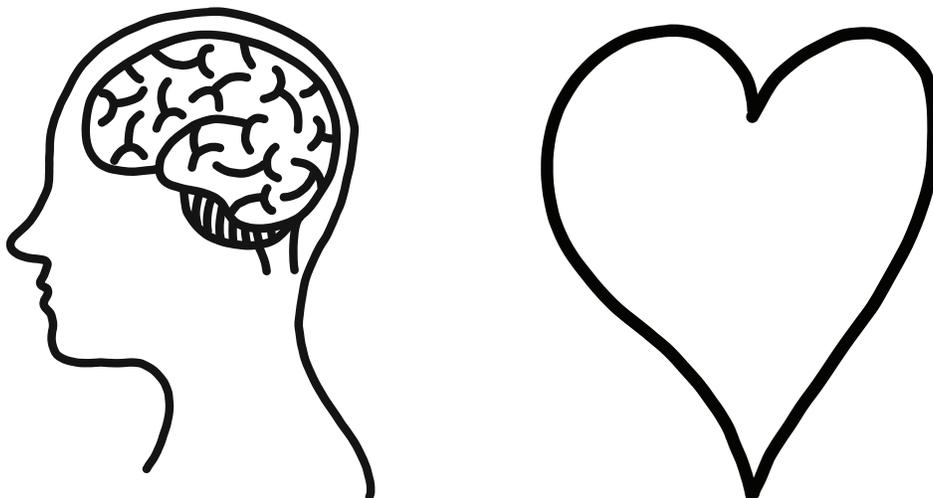
## HOW DOES IT HELP?

One of the hardest elements of decision-making is when you have strong feelings about a choice, even if you know your choice isn't logical. Or you agree with the logic of the choice, but you don't feel good about it.

The truth is, most good decisions involve both heart and mind. So if you have a decision to make consider evaluating it using this graphic.

## PICTURE IT!

- Create 4 quadrants on your page.
- On the top-left quadrant, write "Choice A: How I feel about it/What my heart says:"
- On the bottom-left quadrant, write "Choice A: What's logical/What makes sense?"
- On the top-right quadrant, write "Choice B: How I feel about it/What my heart says:"
- On the bottom-right quadrant, write "Choice B: What's logical/What makes sense?"



**NOW THINK ABOUT IT:**

Which one of the segments was easiest to complete?

Where did you find the most obvious benefits?

Is one choice more logical and the other more emotional?

Which one gives you the most energy toward moving forward?

Which choice seems like the best one to make now?

**WORKSPACE:**

Choice A: How I feel about it/What my heart says:



Choice B: How I feel about it/What my heart says:



Choice A: What's logical/What makes sense?



Choice B: What's logical/What makes sense?



# From Seed to Harvest

## PLANNING FOR THE FUTURE

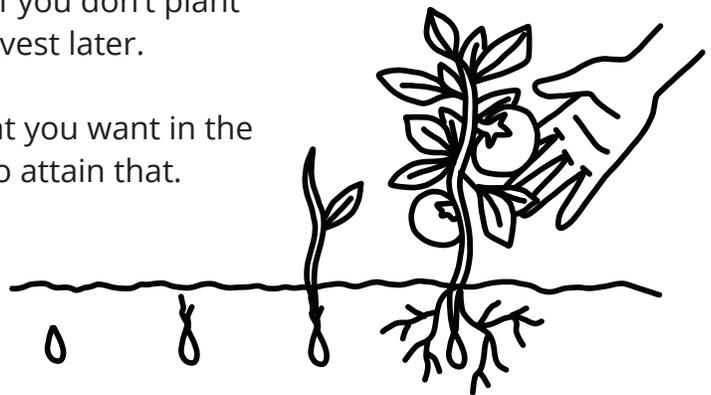
### HOW DOES IT HELP?

Many parts of the job search just take time. You might have to rush them along, but sometimes you have to wait. Consider the process of going from seed to harvest. It doesn't happen overnight. You have to take small steps now to achieve the big goals you seek for the future.

The same thing can be said in reverse. If you don't plant the seeds now, you can't expect the harvest later.

This exercise will help you focus on what you want in the future and the steps you need to take to attain that.

And if you find you are getting anxious about the job search process and it's taking too much time, this list will help to remind you of the steps in the process and the need for patience.



### PICTURE IT!

- Take out a piece of paper or your computer and make a three-column list.
  - In the first column, write NOW and date it.
  - In the second column, write FUTURE and date it.
  - In the third column, write HOW.
- Now, start with the second column and write the outcome you are hoping for. You can list several things such as “a completed resume,” or “several practice interviews,” “a job,” or “admission to graduate school.”
- In the first column, write your present state related to those desires. You might put items like “resume drafted,” “no practice interviews,” “just starting grad school application process.”
- In the third column, outline some steps to get you to your goal. What will it take to get to the harvest? What are the seeds you need to plant?

## NOW THINK ABOUT IT:

Was this a helpful way to think about your job search? Were you able to see how planting some small seeds now will yield a terrific future?

You can use this list in many ways:

- First-year college students could identify what they would like to be able to say they accomplished by senior year (a four-year plan).
- Job seekers could put their current job situation, their desired future job, and then create the steps they need to achieve that.
- Writers could use this as a book-planning project, outlining what they've written or what ideas they have, and what the end product will look like.
- Project managers can use this a brainstorming exercise for their team: where are we now, where do we want to be at the end, and how do we get there.

What is important is starting with an honest analysis of where you are, a clear idea of where you want to be, and the time frame in which you hope to accomplish this. Once you have that, you will be able to outline the steps to get there. Can't figure that out? Time to seek support from a colleague or career advisor.

## WORKSPACE:

Now	Future	How

# Choose The Life You Want

## HOW DOES IT HELP?

Do you feel stuck sometimes? Like you have some ideas about what you want your life to be, but you're not making progress toward those ideas? In his excellent book, Choose the Life You Want, Tal Ben-Shahar asks three important questions to help you focus on getting the life you want. Let's take those three questions and place them on a four-column list so we can investigate further.

## PICTURE IT!

- Draw three vertical lines on your paper to create four columns.
- In the first column, write a description of the life you'd like to have. Think about work, family, friends, health/wellness, finances, etc. You can divide your answers into the sections on the form, or just write a narrative essay about what you want your life to look like.
- In the second column, write: "What do I have to do for my life to be what I want?"
- In the third column, write: "Where do I need to go?"
- In the fourth column, write: "How do I get there?"
- Fill in the columns with whatever applies to your situation.



## NOW THINK ABOUT IT:

So what did you put in the left column? What do you want in your life? Is it a new job, a better school situation, more friendships, better family relationships, less stress, etc.?

What ideas did you develop for what you have to do to get the life you want?

What did you identify as places you need to go or how to find people who can help you?

And what steps did you uncover for how to get there?

This is a challenging exercise, so don't try to do it all in one sitting. You may need to take time to think about each column. You could also do this exercise with a friend and use each other for brainstorming.

Consider taking this activity to a career coach or counselor as a way to expand your thinking.

## WORKSPACE:

The Life I'd Like to Have: (Write a narrative or divide it by the categories mentioned in the instructions—family, friends, etc.)	What Do I Have to Do For My Life to Be What I Want?	Where Do I Need to Go? Who Can Help Me?	How Do I Get There?

# What's In Your Toolbox?

## HOW DOES IT HELP?

The value of a toolbox is you have all the equipment you need and they are easy to access. So a toolbox is an excellent metaphor for being aware of the various skills you have that you will want to share with potential employers or graduate schools. Just like a regular toolbox, you won't need every tool for every occasion, but you never know when you might find a need for a skill that you'll want to talk about in an interview. You can think of walking into an interview with your toolbox, being ready to pull out whatever is need to accomplish the task (getting the job!).

## PICTURE IT!

Using the toolbox metaphor, create a list of your:

- Skills
- Knowledge
- Interests
- Personality traits
- Experiences



## NOW THINK ABOUT IT:

- Was it hard to identify your skills? Check with your career center or online for a list of the competencies that employers are most seeking in candidates. That's a great way to start your skill list.
- What have you filled your toolbox with? Which of the areas (skills, knowledge, etc.) contained the most information? Which areas about yourself do you need to research more? Consider ways to learn more about your skills and strengths.
- Now that you've filled your toolbox think of a title or tagline for it. What are the key skills, traits, knowledge, etc., that stand out? Which ones are most important? Place a star next to the ones you think an employer might be most interested in.
- How are you going to sell this toolbox? What stories are you going to create that will tell an employer the value of the elements in your toolbox?

## WORKSPACE

*My Skills, Knowledge & Experience*

*My Traits & Interests*