

OFFICE OF CAREER SERVICES

ROARING INTO YOUR FUTURE

PHASE 3: SETTING YOUR COMPASS



A CAREER PLANNING WORKBOOK
FOR GOVERNORS STATE JAGUARS

EXPLORATION, DISCOVERY, EXPERIENCE, PRESENTATION



SETTING YOUR COMPASS

Picture this: You're standing at a crossroads in the jungle, multiple paths stretching before you. How do you decide which one to take? That's where critical thinking and decision-making skills come in. They're your compass, guiding you through the wilderness and helping you make choices that align with your values and goals.

Critical Thinking & Decision-Making: Your Jungle Navigation Tools

- **Critical Thinking:** Think of this as your "jungle brainpower." It's the ability to analyze information, evaluate different perspectives, and draw logical conclusions. It's about looking beyond the surface, questioning assumptions, and considering all angles before making a decision.
- **Decision-Making:** This is the action part – taking all that information you've gathered and actually making a choice. It's about weighing the pros and cons, considering the risks and rewards, and ultimately choosing the path that best aligns with your goals.

The Decision-Making Model: Your Step-by-Step Guide

1. **Identify the Problem or Decision:** What's the challenge you're facing? What choice do you need to make?
2. **Gather Information:** Collect as much relevant information as possible. Talk to experts, research online, and consider different perspectives.
3. **Evaluate Alternatives:** Brainstorm a list of potential solutions or options. What are the pros and cons of each?

DECISION MAKING & GOAL SETTING

4. **Choose the Best Option:** Weigh the evidence and choose the solution that seems most likely to lead to a positive outcome.
5. **Take Action:** Put your decision into action.
6. **Evaluate the Results:** Reflect on your decision and its outcomes. What worked well? What could you improve next time?

Jax's Pro Tips for Making Tough Decisions:

- **Take a deep breath:** Don't let stress or anxiety cloud your judgment.
- **Break down the problem:** Divide a complex decision into smaller, more manageable parts.
- **Set a deadline:** Don't let indecision paralyze you. Give yourself a deadline to make a choice.
- **Trust your instincts:** If all else fails, go with your gut feeling.



Hey there, future Governors State leaders! It's your pal Jax, back with a fun quiz to help you discover your decision-making style. Are you a fearless leader like a jaguar, a methodical planner like a tiger, a collaborative spirit like a lion, or a cautious observer like a leopard? Let's find out!

1. When making a decision, I tend to:

- ☐ A. Rely on my gut instinct.
- ☐ B. Carefully weigh the pros and cons.
- ☐ C. Seek input from others.
- ☐ D. Procrastinate and avoid making a decision until the last minute.

2. I prefer to make decisions:

- ☐ A. Quickly and decisively.
- ☐ B. Thoroughly and systematically.
- ☐ C. Collaboratively, with input from others.
- ☐ D. After avoiding the decision for as long as possible.

3. I'm most comfortable making decisions that are:

- ☐ A. Bold and risky.
- ☐ B. Safe and predictable.
- ☐ C. Harmonious and agreeable.
- ☐ D. Non-existent. (I'd rather someone else make the decision for me.)

4. In a group project, I usually:

- ☐ A. Take the lead and delegate tasks.
- ☐ B. Focus on research and analysis.
- ☐ C. Facilitate communication and teamwork.
- ☐ D. Prefer to work on my own tasks.

5. When faced with a challenge, I tend to:

- ☐ A. Take immediate action, trusting my instincts.
- ☐ B. Gather as much information as possible before proceeding.
- ☐ C. Talk to others to get their opinions and advice.
- ☐ D. Feel overwhelmed and unsure of how to proceed.

6. I am most motivated by:

- ☐ A. Achieving results and taking on new challenges.
- ☐ B. Getting things right and following established procedures.
- ☐ C. Maintaining positive relationships and avoiding conflict.
- ☐ D. Avoiding mistakes and criticism.

7. I am most likely to prioritize:

- ☐ A. Efficiency and speed.
- ☐ B. Accuracy and precision.
- ☐ C. Harmony and collaboration.
- ☐ D. Stability and security.

Answer Key:

- **Mostly A's:** You're a Jaguar – The Intuitive Decision-Maker. You trust your gut instincts and make quick decisions based on your feelings and experiences.

- **Mostly B's:** You're a Tiger – The Analytical Decision-Maker. You carefully weigh the pros and cons of each option, gather information, and use logic to arrive at a decision.
- **Mostly C's:** You're a Lion – The Consensus-Building Decision-Maker. You value input from others and strive to make decisions that everyone can agree on.
- **Mostly D's:** You're a Leopard – The Avoidant Decision-Maker. You tend to procrastinate and avoid making decisions, hoping that the problem will resolve itself or that someone else will make the decision for you.

Jax's Pro Tips:

Each decision-making style has its own strengths and weaknesses.

- **Jaguars:** Be mindful of potential biases and overconfidence in your instincts. Consider seeking additional information or perspectives before making a final decision.
- **Tigers:** Don't get bogged down in analysis paralysis. Sometimes, it's okay to trust your gut and make a decision without having all the information.
- **Lions:** Be aware of the potential for groupthink. Make sure everyone's voice is heard, but also be willing to make a decision even if there's not complete consensus.
- **Leopards:** Procrastination can lead to missed opportunities. Set deadlines for yourself and try to make decisions in a timely manner, even if it feels uncomfortable.

Remember, there's no right or wrong decision-making style. The most important thing is to be aware of your tendencies and use them to your advantage.

Goal Setting: Aiming for the Top of the Canopy

Now that you've got your decision-making skills honed, it's time to set your sights on your goals. Think of these as the tallest trees in the jungle – the milestones you want to reach in your career journey.

S.M.A.R.T. Goals: Your Jungle GPS

To make sure your goals are on point, use the S.M.A.R.T. acronym:

- **Specific:** Clearly define what you want to achieve.
- **Measurable:** How will you know when you've reached your goal?
- **Achievable:** Is your goal realistic and attainable?
- **Relevant:** Does your goal align with your values and overall career aspirations?
- **Time-Bound:** Set a deadline for achieving your goal.

Action Plan: Your Trail Map to Success

Once you've set your S.M.A.R.T. goals, it's time to create a plan to reach them. Think of it as your trail map, outlining the steps you'll take to navigate the jungle and reach your destination.

Your action plan should include:

- **Specific Steps:** Break down your goal into smaller, manageable tasks.
- **Resources:** Identify the resources you'll need (e.g., time, money, support).
- **Timeline:** Set deadlines for completing each step.
- **Obstacles:** Anticipate potential challenges and how you'll overcome them.

Remember, Jaguars: Your goals are not set in stone. The career jungle is constantly changing, so be adaptable and willing to adjust your plans along the way. The most important thing is to keep moving forward, one paw print at a time.

JUNGLE TREK: MAPPING YOUR CAREER PATH

Alright, Jaguars! You've explored your options and set your sights on your goals. Now it's time to create a road-map for your journey. This action plan will be your trusty guide through the career jungle, helping you stay focused, motivated, and on track to achieving your dreams.

Jungle Journal: Goal Setting and Action Planning

Use your Jungle Journal to brainstorm your goals, create your action plan, and track your progress. Regularly review your journal and make adjustments as needed. Grab your pen (or claw!) and let’s get planning!

Short-Term Goals: (Goals you want to achieve within the next 1-2 years)

1. **Goal:** (Write your first short-term goal here)

- o **Deadline:** (Set a realistic deadline for achieving this goal)

- o **Action Steps:** (List the specific tasks you need to complete to reach your goal. Break them down into small, actionable steps.)

- o **Resources/Support:** (Identify any resources or support you’ll need, such as career counseling, mentorship, or financial assistance.)

- o **Potential Obstacles:** (Anticipate any challenges you might encounter along the way.)

- o **Solutions:** (Brainstorm ways to overcome these obstacles if they arise.)

2. **Goal:** (Write your second short-term goal here)

- o **Deadline:** (Set a realistic deadline for achieving this goal)

- o **Action Steps:** (List the specific tasks you need to complete to reach your goal. Break them down into small, actionable steps.)

- o **Resources/Support:** (Identify any resources or support you’ll need, such as career counseling, mentorship, or financial assistance.)

- o **Potential Obstacles:** (Anticipate any challenges you might encounter along the way.)

- o **Solutions:** (Brainstorm ways to overcome these obstacles if they arise.)

3. **Goal:** (Write your third short-term goal here)

- o **Deadline:** (Set a realistic deadline for achieving this goal)

- o **Action Steps:** (List the specific tasks you need to complete to reach your goal. Break them down into small, actionable steps.)

- o **Resources/Support:** (Identify any resources or support you’ll need, such as career counseling, mentorship, or financial assistance.)

- o **Potential Obstacles:** (Anticipate any challenges you might encounter along the way.)

- o **Solutions:** (Brainstorm ways to overcome these obstacles if they arise.)

Long-Term Goals: (Goals you want to achieve within the next 5-10 years)

1. **Goal:** (Write your first long-term goal here)

- o **Deadline:** (Set a target date for achieving this goal)
- o **Action Steps:** (List the major milestones and actions needed to reach your goal. Remember, long-term goals often require multiple steps and adjustments along the way.)
- o **Resources/Support:** (Identify any key resources or support systems you'll need to access.)
- o **Potential Obstacles:** (Think about the major challenges that could derail your progress.)
- o **Solutions:** (Develop strategies to overcome these potential roadblocks.)

2. **Goal:** (Write your second long-term goal here)

- o **Deadline:** (Set a target date for achieving this goal)
- o **Action Steps:** (List the major milestones and actions needed to reach your goal. Remember, long-term goals often require multiple steps and adjustments along the way.)
- o **Resources/Support:** (Identify any key resources or support systems you'll need to access.)
- o **Potential Obstacles:** (Think about the major challenges that could derail your progress.)

- o **Solutions:** (Develop strategies to overcome these potential roadblocks.)

3. **Goal:** (Write your third long-term goal here)

- o **Deadline:** (Set a target date for achieving this goal)
- o **Action Steps:** (List the major milestones and actions needed to reach your goal. Remember, long-term goals often require multiple steps and adjustments along the way.)
- o **Resources/Support:** (Identify any key resources or support systems you'll need to access.)
- o **Potential Obstacles:** (Think about the major challenges that could derail your progress.)
- o **Solutions:** (Develop strategies to overcome these potential roadblocks.)

Remember, Jaguars: Your action plan is a living document. Revisit it regularly to track your progress, celebrate your achievements, and adapt your strategies as needed. The career jungle is constantly changing, so be flexible and stay agile. With determination, perseverance, and a bit of jaguar spirit, you'll navigate your way to success!

Jaguars, give yourselves a mighty roar! We've just blazed through Phase 3 of our career jungle adventure! You've honed your decision-making skills, set your sights on your goals, and charted a course for your future. That's some serious jungle navigation, and I'm one proud mascot!

Let's take a moment to celebrate our accomplishments:

- **Decision-Making:** You've learned how to navigate the twists and turns of the jungle, using your critical thinking skills to make informed choices.
- **Goal Setting:** You've identified your S.M.A.R.T. goals, the shining stars that will guide you through the wilderness.
- **Action Planning:** You've mapped out your path to success, creating a clear plan with actionable steps to reach your goals.

Now, Jaguars, with your compass set and your map in hand, it's time for the most exhilarating part of our journey: the job hunt! This is where you'll put your skills to the test, track down your dream opportunities, and show the world what you're made of.

Get ready to sharpen your claws, polish your roar, and unleash your inner jaguar. Phase 4 is all about hunting down success and making your mark on the professional jungle. Are you ready to pounce, Jaguars? Let's go!

Well, Jaguars, we've reached the end of our epic journey through the career jungle! Give yourselves a mighty roar — you've earned it!

We've covered a lot of ground together, from uncovering your hidden talents and exploring different paths, to mastering the art of the job hunt and conquering the workplace wilderness. I hope this workbook has equipped you with the skills, knowledge, and confidence you need to tackle any challenge that comes your way.



Remember, Jaguars, your career journey is just beginning. The jungle is vast and full of opportunities waiting to be discovered. Keep exploring, keep learning, and never stop chasing your dreams. And if you ever need a little guidance, just remember — Jax the Jaguar is always here to cheer you on!

Now go out there and make your mark on the world, Jaguars! Show them what GSU pride is all about. And don't forget to ROAR with confidence as you take your rightful place at the top of the food chain!

Until next time, keep it wild and stay fierce, Jaguars!