

Episode 14 - Worksheet



NAVIGATING JOB OPPORTUNITIES - How to Knock Your New Job Out of the Park!

Date :

"The only limit to our realization of tomorrow is our doubts of today." — Franklin D. Roosevelt

If it's your first time walking into a new job, it could create a bit of anxiety with all the unknowns. And if you've done this before, maybe you're feeling the pressure to perform and meet expectations an employer may have when hiring a professional. Use the following worksheet to work out the starting jitters and put yourself in a positive mindset and to prepare yourself for success.

1. Take a minute to reflect on your feelings. What emotions are you experiencing and how can they positively and negatively impact you?

Emotion:	Potential Positive Impact:	Potential Negative Impacts:

2. What are some positive ways that you can deal with these negative emotions?

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3. Create a To-Do List of all the things you want to do/learn before your first day. This could be topics you want to learn more about, creating a preliminary schedule for your work day, or setting up a plan of action.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

4. What techniques are comfortable for you when it comes to building workplace relationships that are mutually beneficial?

5. What are 3 specific SMART goals you plan to set for yourself in your new role, and how do they align with the expectations and objectives outlined by your organization?

Goal # 1:

Goal # 2:

Goal # 3:

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6. Identify 2 specific ways you can actively seek and utilize constructive feedback in your new role. How will you implement these strategies to improve your performance and align with industry trends?

1.

2.

7. Describe a recent or potential challenge you might face in your new role. How will maintaining a positive mindset and learning from any mistakes help you overcome this challenge and reinforce your confidence?

And did we say CONGRATULATIONS! You made it through the application, interview and got the job! Well done! Now you also have the tools to knock your new role out of the park and show everyone how incredible you are!

Way to go!