



Australian Government



www.whatsnext.employment.gov.au

Workbook

Your working future: Make a start

Knowing what you really want out of your next job isn't always easy. It can be challenging to work out the types of jobs you might be suited to and what the best choice is for you. Finding out more about yourself is a good place to start.

This workbook is not about matching you to specific jobs or identifying your training needs.

It is a personal exercise to see what really matters to you - in your job and your life more generally.

Completing this workbook could be a good way to start the conversation about planning your next steps with your family and friends. This workbook will help you answer the following:

- What do I want from a job?
- What does my family want from my job?
- What are my priorities – now and for the future?
- What do I like doing?
- Do I want to stay working and living locally?
- Should I make a move? Where would I go?
- Do I want to work full-time or part-time? Or even retire?
- What time of day or night am I available to work? What time of day or night do I prefer to work?
- Do I need a job with the same pay?
- Am I prepared to accept less money for more flexibility or to do something that interests me?
- Do I want to start my own business or buy a franchise?

Tip: If you have a year before your job finishes then you won't need to spend a lot of time considering your work future straight away. You can gradually increase the amount of time you spend considering your future as you approach your retrenchment date.

However, if your retrenchment date is in the coming months, you need to make it a priority.

What are your goals?

The questions in this workbook will help you to reflect on why you work and what motivates you to get out of bed in the morning. There are no right or wrong answers, only your own thoughts and ideas.

Some of these questions will be much harder to answer than others. This workbook is a personal reflection of who you are and what is important to you, so take some time to think through each section.

About your job

Thinking about the work you currently do may help you to see what it is about your current job that inspires you.

What sort of work do you like doing?

Do you like to plan or organise? Do you like to work with your hands? Do you like working indoors or outdoors? Do you prefer to be active? Do you like supervising people?

What sort of work don't you like doing?

Do you dislike working with numbers? Do you dislike doing paperwork? Do you dislike dealing with customers?

About your future

Use this section as a 'wish-list' of what you want from your next job and how it would fit in with your life and your family.

Your answers will help to give you an insight into what really matters to you and what you are willing to do to achieve your goals.

What do you want from your next job?

What does your 'dream job' look like and what is so great about it? For example, it pays lots of money, it is flexible, involves travel, you work with mates, you do something you care about, it offers security etc.

How do you want to work?

For example, full-time, part-time, outside, inside, as part of a team, alone, be your own boss, or do you want to retire? Would you consider volunteer opportunities or an apprenticeship?

Where do you want to live?

Do you want to stay put or try living somewhere new? Where would you go? How would this affect your family and current commitments?

What is most important to you in the future?

For example, spending time with your family, more leisure time, education, more money, a healthier lifestyle, stable job, more travel, less stress, working in an interesting job, etc.

What are you willing to do to get the job you want?

Would you undertake training? Would you invest your payout in a business? Would you use your payout to supplement your income while you build a new career (for example to help you manage on an apprenticeship wage)? Are you willing to take a pay cut to stay local? Are you willing to change your lifestyle?

What's next?

You can use the What's Next website (at www.whatsnext.employment.gov.au) to start to identify jobs that might be suitable for you, using the insights you have gained from this workbook.

Keep this workbook so you can refer and add to it as you learn more about what you want from a job.

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