

# Documenting Your Goals, Values, and Personality

The information in this chapter is designed to give you a better sense of who you are, what matters most to you, and what you want out of your career and life. No single document in your portfolio can articulate these goals, values, and personality styles, but they are often expressed throughout the portfolio.

Such values, goals, and personality traits often find their way into personal statements and resumes and are usually reflected in awards, achievements, recommendations, and even samples of your work. By completing this chapter, you should be even more prepared to present these aspects of yourself through your portfolio.

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## Tip

Some professionals are expected to include a mission statement or some other kind of goals statement as part of their portfolios. For instance, educators often include a teaching philosophy in their portfolios. This brief (1–2 page) statement discusses the teacher's goals for the class and how he or she plans to achieve those goals. A mission statement can help an employer get a sense of who you are as a person, what you value in your life and your work, and what you hope to accomplish in the future.

Even more important than what might go in your employment portfolio, however, is how self-knowledge contributes to your career and life plan. Remember that the goal of this book is not just to help you get a job, but also to help you sort through career possibilities, help you manage the stress of your current life changes, and better prepare you for the changes to come.

## Career and Life Plan Portfolio Checklist

Consider adding the following artifacts, documents, and resources to your master portfolio:

- A personal statement describing your career values and goals
- Proof to potential employers of your ability to learn quickly through whichever style fits you best
- Evidence of your decision-making and risk-taking styles
- Examples and other evidence that show your time-management skills
- Examples showing your abilities and accomplishments drawn from life roles outside work
- Records of any personality or values assessments you've taken
- Any information you've gathered from your initial career research
- Copies of any of the worksheets and exercises from this chapter that you'd like to keep as reference

### ▶ Let's Review

Complete the following checklist. Review information in this chapter that applies to any items you are unable to check.

## End of Chapter Checklist

- I can describe what I value in my life and in my career.
- I know what my preferred style of learning is.
- I can describe my personality traits.
- I know how to make decisions.
- I know what my risk-taking style is, and I know how it affects the decisions I make.
- I am able to manage my time effectively.
- I know some steps to take in dealing with stress.
- I understand how to manage my physical and emotional well-being.
- I can identify my past, current, and future life roles, and I know how they affect my career planning.
- I know what type of work interests me most.

Date: \_\_\_\_\_