What are the assets that you can build up in the course of your work, to help prepare you for your career and for your future?

During the course of our careers, we build up assets in several forms: these could be productive assets- the knowledge and skills that we build up to perform the tasks that we need to perform, these could be financial assets- the income that goes towards financing our goals and lives.

Lifespans are getting longer; the pace of change is picking up with technological advances and shortening economic cycles.

Change will be a key feature of our future, and having the competencies to ride these changes and transition well is key to planning for our careers.

During your career journey, we encourage you to focus not only on building up your experience, skills and knowledge, but also these essential competencies that will serve you well into the future.

12 JOURNAL ENTRY TEMPLATES

Plan out each milestone by setting goals, tracking tasks and reflecting on your growth.

CURATED TOOLS & PROMPTS

Need a structure? Tap on these to further your conversations with someone you trust.

MILESTONES SET-UP

Set your own pace—whether it is weekly, monthly or based on milestones.
Date: __/__/__ to __/__/__

GOALS
Think of a skill/knowledge/experience you’d like to work on for this milestone
e.g. design and produce a marketing brochure using Adobe, speak to 1 new person at the workplace

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TASKS
List the specific responsibilities, tasks or assignments you have and mark out your energy-engagement level.
e.g. attend a meeting with my supervisor to discuss slides

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What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
ACTIVITY PROMPT - FUTURE READY INDEX

There is this new asset category you can consider: transitionary assets. These are the competencies that you build up, to equip you to be ready to make the most of the changes that will come your way in the course of a 100-year life. Take our Bold Future-Ready self assessment and gain clarity on the transitionary assets you could focus on building through your career.

Tabulate your scores for each category.

<table>
<thead>
<tr>
<th>PRESENCE</th>
<th>INFLUENCE</th>
<th>RISK-TAKING</th>
<th>ADAPTABILITY</th>
<th>FUTURE-FOCUS</th>
</tr>
</thead>
</table>

Which transitionary asset did you fare better in? Which transitionary asset are you not so good at?

GOALS

Review your earlier set goals and make a list of the soft skills, technical skills, knowledge and experience you’d like to gain.

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(These goals should be related to what you can reasonably achieve at your workplace within the timeframe involved and should include transferable marketable skills.)

Career Conversation #1:

Share your overall learning goals for the career with someone you trust. Together, work out a timeline and identify opportunities to work on these during your career. Also, schedule your future check-ins!
Date:__/__/__ to__/__/__

**GOALS**
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What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
ACTIVITY PROMPT- VALUES

Grounding yourself on things that matter to you can actually be your anchor point in times of complexity or uncertainty. Sort your values by ranking your top 5 that motivate you to action.

<table>
<thead>
<tr>
<th>COMMUNITY</th>
<th>HONESTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>people who care about something &amp; pursue it together</td>
<td>truth, openness, integrity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREATIVITY</th>
<th>HEALTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ability to transcend traditional ideas/rules to create meaningful new interpretations</td>
<td>soundness of body, mind, spirit</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>ALTRUISM</th>
<th>EMOTIONAL WELLBEING</th>
</tr>
</thead>
<tbody>
<tr>
<td>active concern for the needs and values of others</td>
<td>inner peace, freedom from anxieties</td>
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<tr>
<th>KNOWLEDGE</th>
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What are your core and what are your negotiables?

Career Conversation #2:

Recall a time when you felt motivated/demotivated at work and reflect on what that reveals about the values you hold dear. Speak to someone you trust to share if he/she has had a similar experience as you.
GOALS
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TASKS
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What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
ACTIVITY PROMPT: STRENGTHS

People who use their strengths every day are six times more likely to be engaged on the job. Teams that focus on strengths every day have 12.5% greater productivity. Teams that receive strengths feedback have 8.9% greater profitability.

STRENGTHS ACTIVITY

Sketch or jot down

(1) What do you know you can do well, but haven’t yet done?

(2) What are you doing at work or play when you’re truly enjoying yourself?

(3) What have other people told you you’re great at doing?

(4) Think of a recent challenge you faced, what is a strength that helped you overcome it?

(5) During what activities have you had moments of subconscious excellence when you thought “How did I do that?”

Career Conversation #3:
Share what you think are some of your strengths with someone you trust and get feedback on what they think are your strengths. Have a conversation on how you might activate and use more of your strengths in your current position!
GOALS
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TASKS
List the specific responsibilities, tasks or assignments you have and mark out your energy-engagement level.
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What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
**ACTIVITY PROMPT: COHERENCE METER**

When we are able to find a place where identity, skills and relevance align, we will correspondingly become more adaptable as it becomes easier for us to creatively find a fit between who we are as individuals and what the world needs. **Try your hands on our coherence meter to gauge where you are!**

**My Coherence Ratings:**

<table>
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<tr>
<th>IDENTITY</th>
<th>INFLUENCE</th>
<th>RISK-TAKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>low/med/high</td>
<td>low/med/high</td>
<td>low/med/high</td>
</tr>
</tbody>
</table>

**Career Conversation #4:**

Share with someone you trust in your workplace about your current coherence level and get tips from him/her on what you can start doing now to increase identity/skills/relevance!
Date: __/__/__ to __/__/__

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What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
ACTIVITY PROMPT- FINDING FLOW

Flow is defined as “the mental state in which a person performing an activity is fully immersed, energized, involved and in enjoyment.” (Mihaly Csikszentmihaly)

In the empty space below, draw a graph. Label the x-axis “Excellence” and the y-axis “Engagement”. Look at all the tasks recorded over your past journal entries. Plot each task at its corresponding Excellence-Engagement coordinates.

Career Conversation #5:

Feedback to your reporting officer/supervisor on your levels of energy and engagement at work since the start of your career/job. Discuss if you can be assigned tasks that give you more flow.
Date: __/__/__ to __/__/__

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**TASKS**
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Engagement Excellence

low

low

low

G O A L S

low

Engagement Excellence

high

Engagement Excellence

high

Engagement Excellence

high

Engagement Excellence

high

A challenge I faced at work:

What I would do different next time:

What I love about this milestone:
Career Conversation #6:

Relook at the learning goals you set out for yourself at the start of the career/job. On a scale of 1-10, assess how satisfied you are with your progress thus far. Invite someone you trust to assess you as well. Re-adjust your goals and timeline accordingly.
Date: __/__/__ to __/__/__

GOALS
Think of a skill/knowledge/experience you’d like to work on for this milestone
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What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
ACTIVITY PROMPT: GENERATING POSSIBILITIES

There can be multiple possibilities, different paths you could explore, you just need to practise generating as many ideas as possible!

Write down 1 thing you enjoy at work now; write down 1 thing you think can be improved at the workplace. Combining these two, generate new ideas around what you can do more of in the career ahead.

What I enjoy at work: One thing to be improved

Generate as many ideas as you can of what that could look like:

Career Conversation #7:

Suggest something new/different that you think can improve the organisation to someone in your workplace and find out whether he/she thinks that is feasible.
Date: __/__/__ to __/__/__

GOALS
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Engagement Excellence
low high
low high
low high
low high

What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
ACTIVITY PROMPT- PROTOTYPE CONVERSATIONS

One of the best and simplest ways to connect with new people AND learn from them is to have a PROTOTYPE conversation. A prototype conversation is one in which you ask questions about something you’re curious about, to extrapolate from others’ experiences so that you can make better decisions. This can take the form of an informational interview or a casual chat.

But it is important to clarify that this conversation is not a job interview. Make it clear that you are trying to learn from your interviewee’s story and experiences. Be authentic and make it meaningful for both yourself and your interviewee.

(1) Identify people with whom you’d be curious to have a conversation with to gain greater insight into your desired career.

(2) Jot down the specific question you’d like to ask each person. The better the questions, the more clues you can gather to make a more informed decision. 

E.g. of some questions: What do you like/dislike about this job? What are some technical skills you think would make you more effective at work?

Career Conversation #8:

Share some of the questions on your mind with someone you trust in your workplace and ask him/her for their responses and/or people whom you can connect with to get these responses.
Date: __/__/__ to __/__/__

**GOALS**
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- [ ]
- [ ]
- [ ]

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- [ ]
- [ ]
- [ ]
- [ ]

What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
REFLECTION PROMPTS- INFLUENCE

Recall the relationships you have at your workplace— who are the people you work with typically and how would you rate these relationships? Are they enjoyable, effective, transactional?

Career Conversation #9:

Speak to someone senior in your workplace that you are most curious about and get advice on how to manage such networks and relationships.
MILESTONE

GOALS
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Engagement Excellence

What I love about this milestone:

What I would do different next time:

A challenge I faced at work:
**REFLECTION PROMPTS- CROSSROADS**

What are the core tensions you face with regard to your career decisions and how to move forward? List down these pairs of tensions.

E.g. stay in current industry for stability vs move to explore passion, family time vs work

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**Career Conversation #10**

Speak to someone you trust about these tensions you are facing and ask if he/she has had similar experiences and how they overcame them.
Date: __/__/__ to __/__/__

**GOALS**
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- [ ]
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- [ ]
- [ ]
- [ ]

What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
REFLECTION PROMPT- STORIES THAT MATTER

Note or jot down a peak experience you had during your career. Next, note or jot down a lowest point you had during your career.

Career Conversation #11:

Share these experiences and what you learnt from them with someone you trust. Hear what he/she has to say about how he/she felt you responded to them.
Date: __/__/__ to __/__/__

GOALS
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What I love about this milestone:

A challenge I faced at work:

What I would do different next time:
MILESTONE #12

REFLECTION PROMPT - THE LAST LAP

PROCESS REVIEW

Relook at the Future-Ready self-assessment you did at the start of your career, which transitionary assets have you grown?

Review the skills, knowledge and experience you have gained during your career, what new market-transferable skills have you developed?

What’s next for me is _________________________________.

Career Conversation #12:

Relook at the learning goals you set for yourself at the start of the career and review your growth over the duration of your career together with someone you trust.

supported by: facebook yntuc instagram young.ntuc twitter young ntuc curated by: facebook boldatworksg instagram boldsg