



Defining Your Focus Worksheet

Areas of Focus Worksheet

It is key to define what is most important to you so you know where to focus your job search. Is location or career progression most important?

By taking the time to complete this task you will be able to strategically start your career search and quickly act on the right opportunity when it comes your way.

Circle the top 5 most important areas of focus for you, these 5 key areas will help guide your career search.

Location	Region, state , or city
Industry	Construction, tech, energy, finance , ect.
Career Progression	Opportunity for growth within an individual career
Stability	Longevity in a particular position
Compensation	Pay, commission, overtime pay, bonuses
Work-life Balance work.	The equilibrium between personal life and career
Benefits	401K, health, dental, life insurance, ect.
Title/Role	Leadership level
Company Focus	Desire to work for a specific company