



# CAREER FITNESS CHECKLIST

Gain a deeper understanding of your career fitness and learn more about how you can become happier in your work through this checklist.

## Knowing Yourself

- I am satisfied with my career.
- I know my strengths and weaknesses.
- I can articulate my skills.
- I have identified my values.

## You and Your Job

- I enjoy going to work every day or most days.
- I am well connected with one or more coworkers.
- I have a good manager and we get along well.
- I actively seek feedback.
- I am a strong communicator and prepare well for important meetings.
- I've been promoted in the last 3 years.
- I feel well compensated for the job that I am doing.
- I am present and mindful at work.
- I feel like I have a positive work/life balance.
- I can see career progression opportunities.
- I have opportunities for learning and growth.
- I take my PTO and vacation.

## Your Future

- I have an up-to-date resume, LinkedIn profile, and references.
- I have a solid elevator pitch.
- I have a mentor and/or I mentor people.
- I know what I want for my next roles.
- I have 3-5 career goals written down.
- I am part of a professional organization/association that helps me grow and develop.
- I attend workshops, networking events, and/or conferences.
- I have a professional development plan.
- I know what skills I need to develop and grow.

## NOTES :