

WORK PERSONALITY
 **INDEX**
CAREER

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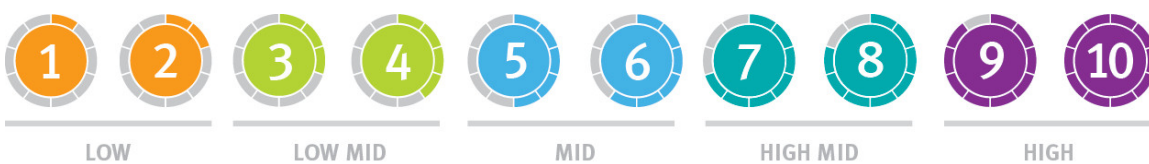
About this Report

This report provides a summary of your responses to the Work Personality Index[®] (WPI) assessment. The WPI describes key features of your personal style that influence your approach to tasks, ways of interacting with people, and the types of activities that you will find enjoyable. The Work Personality Index Career Report is designed to provide information and advice that is useful for people involved in career exploration or change. When looking at your career development, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve.

Inside this report are descriptions of your personal characteristics, strengths, and interests in the following areas: Working with Others, Energy and Drive, Work Style, Problem Solving Style, Dealing with Pressure and Stress, and Identifying and Managing Change.



Your report also contains suggestions for managing your career and exercises that will guide you through the process of gathering information and developing a career action plan. Planning your career and future should take into account information about you that this report does not provide, such as your abilities, education, skills, previous work and leisure experiences, and your family situation. Your results on the WPI scales are presented as Sten Scores, which range from 1 to 10. These scores compare your responses on the WPI items to those of a large sample of working adults. The number in the middle of the circle indicates your score on the scale. The range of scores is shown below.



Your Profile

Working with Others



Outgoing



Teamwork



Concern for Others



Democratic

Energy and Drive



Energy



Ambition



Leadership



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Working with Others

Every career involves some interaction with people. Your personal characteristics strongly impact the way you work with others, as well as how you manage career changes. Some individuals are outgoing and warm, while others adopt a more formal and independent style. Your preferences for working with people will influence the types of

careers and hobbies you find satisfying, and how you go about your daily activities. This section of the report examines your indicated patterns for communicating and getting along with others. It will provide insights into how you tend to interact with people in social and work related situations.

Outgoing



When interacting with people you are most at ease in small groups or formal settings that do not require much socializing. You tend to be uncomfortable meeting lots of new people. You prefer to seek out people you know in social situations. In settings where you meet new people you prefer to let others reach out and make a connection with you. When in groups you tend not to call attention to yourself, finding more enjoyment in watching and listening to what occurs around you. Introverted people such as yourself value time spent alone with few distractions since it helps you concentrate and focus on your tasks. It is important for you to have time to think things through before you state your opinions or make a decision. As a result, you enjoy work that allows you to work alone or with a close group of co-workers. Tasks that involve meeting new people are likely uncomfortable for you, and too many social interactions will make work less enjoyable.

Teamwork



You enjoy work that involves a combination of team and independent work. For some activities you prefer working collaboratively with people, while for other responsibilities you would rather work on your own. To guide your career it is beneficial to identify what tasks you enjoy working with others on and those you prefer to complete independently. In general you adopt a cooperative approach and are willing to help others. However, you also focus on meeting your personal needs and goals. Occupations that you should find satisfying will involve a balanced mix of team and independent work. If you are required to work independently most of the time you may begin to feel disconnected and lonely. On the other hand, having to work closely with people all the time may leave you feeling frustrated.

Working with Others

Concern for Others



On the whole, you are most comfortable maintaining formal relationships with others. You are reserved in your interpersonal relationships, and may find it hard to show feelings of affection. You do not spend much time concerning yourself with the feelings of others, and are selective with your sympathy and support. You are willing to come to the aid of others when they are in serious trouble, but believe that people be able to should solve most problems on their own. Most times you are uncomfortable in situations that call for emotional closeness. Work that you will find satisfying will not require you to deal with interpersonal concerns, or show sympathy and support. As a result, care giving and customer service jobs may be unsatisfying for you. Positions that allow you to take an impersonal, objective look at issues should be very enjoyable

Democratic



When you need to make decisions, you like doing it on your own. You do not require the support of colleagues when making decisions or taking action. As a result, you spend very little time consulting with others. Often you are extremely hesitant to ask others for help. You come across as self-reliant and willing to stand alone. Your high level of independence is useful for making quick decisions and challenging commonly held beliefs. You also enjoy being free from other people's influence and you like to have things go your way most of the time. Therefore, occupations with very little supervision or guidance will be most satisfying for you. You will also enjoy tasks that you can work on independently without needing to seek advice from co-workers.

Energy and Drive

This section looks at the things that motivate you and the approach you adopt when setting and pursuing your goals. It examines your ambition, energy level, persistence, and leadership preferences. Each of these areas relates to the type of work you will find enjoyable, and how you like to invest your time and resources. For example, highly ambitious individuals are motivated primarily by success and getting

ahead. People with lower levels of ambition tend to value other things outside of work success and personal advancement. Recognizing what motivates you and how you would like your career to progress is an important step in identifying ideal occupations and making career transitions easier.

Energy



You prefer work that moves at a steady pace, and does not involve a large number of pressing demands or the need to juggle a variety of tasks. You enjoy being less immersed in your work, and can feel overwhelmed if required to manage several projects simultaneously. As a result, you will tend to be most happy and effective in positions that do not require frequent bursts of energy. You also prefer to be sparing with your time and dislike over-committing yourself. On a whole, the most satisfying work for you will have little time or performance pressures. Since you do run out of energy when you are very busy, take time to identify when you are getting worn out and take a break.

Ambition



Like most people you recognize that setting goals and putting forth a committed effort are required to get ahead. Yet you also appreciate a balance between your work and personal lives. This is illustrated in your tendency to set achievable targets. You do not see yourself as extremely competitive. Others probably see you as a motivated individual, but certainly not a workaholic. The types of work you will find most enjoyable will involve challenges and offer opportunities for advancement and personal achievement. Yet if tasks are constantly challenging you may begin to feel overwhelmed and run off your feet. Taking time to enjoy your surroundings and your current standing may be as important to you as is getting ahead.

Leadership



You appear to be more comfortable when other people are in leadership positions. This allows you to contribute your expertise and skills while letting others worry about the responsibility of bringing things together. You are unlikely to automatically take charge of people or tasks. However, you are willing to assume a leadership position if your skills are relevant to the project and you are called upon. In these situations you prefer to adopt a consultative style rather than directly telling others what to do. You would rather lead by example. In general, you should be most satisfied in jobs that do not require you to take on leadership roles very often. Instead, you are quite willing to let other people lead, and you are open to following the wishes of others.

Energy and Drive

Social Confidence



You may feel shy and timid around new people in some social situations. You prefer to remain in the background, particularly with new people or groups. Engaging a group of new people may leave you feeling uncomfortable. You prefer not to be the centre of attention and are quite happy to allow others to receive attention or be in the spotlight. This allows others to see you as unthreatening and thus very approachable. As a result, you will likely enjoy careers that allow you to work alone or with a close group of co-workers. Tasks that involve meeting too many new people are likely to be uncomfortable for you. Careers that offer many social interactions will make work less enjoyable.

Persuasion



You prefer harmony and are willing to accept the opinions of others and the status quo. You are not very comfortable engaging in negotiations and debates. You are likely to feel uncomfortable in situations where you have to negotiate or pressure people to change their opinions or perspectives. You will sometimes avoid engaging in arguments or debate even when you think that the other person is incorrect. Careers in sales and negotiation are likely to be unattractive to you.

Multi-Tasking



You prefer a balance of having multiple tasks to complete and being able to focus on a single task. You feel that you can put a reasonable amount of focus and responsibility when you have a number of tasks to deal with at the same time. However, having too many tasks may lead you to feel that you are unable to provide sufficient concentration on each task. You are likely to prefer careers that offer you the opportunity to complete most of your tasks without too much distraction. However, you are comfortable juggling several activities when the need arises.

Work Style

Each individual approaches work in a unique way. Differences in work style can be attributed to differences in a person's attention to detail, dependability, and desire for structure and guidance. Some individuals naturally pay close attention to details. They prefer

working in a structured environment and are conscientious. Other people naturally focus on global issues and adopt a flexible approach. Your preferences in these areas will influence both the types of tasks and work environments that you will find enjoyable.

Dependability



You work hard to follow through on your word and meet your obligations. You strive to meet your commitments and stress the importance of completing work on time. However, you do view deadlines as somewhat flexible. As a result, you are willing to shift priorities and ignore deadlines when more important things come up. While this gets in the way of completing work at the originally scheduled time, it allows you to meet more pressing priorities. This is important for positions where priorities can change and previous commitments must be broken.

Persistence



A high level of determination and persistence is one of your stronger traits. You enjoy meeting demanding targets, overcoming obstacles, and solving difficult problems. In most situations you are able to motivate yourself to get the job done. Even when the tasks are boring or there are many distractions you tend to be able to carry on. You would rather stay late at work to complete a task, than leave it for the next day. In fact, you appear to have a strong dislike for leaving things unfinished. These traits allow you to be effective in work settings that involve overcoming obstacles and require persistent effort.

Rule-Following



In your career you adopt a slightly casual approach toward work procedures and codes. This allows you to feel comfortable when rules must be bent or broken in order to make progress on tasks. If your work is structured, you prefer general guidelines to precise regulations, and want to have the lee-way to ignore them as soon as they hinder your progress. In many cases you believe that the ends justify the means. You also have a dislike for bureaucracy and tend to resist close supervision. You value being free to do what is important instead of conforming to strict regulations. Your ability to recognize when regulations are no longer relevant, and your willingness to break them, allows you to work well in environments with lots of change. You should enjoy careers that give you some autonomy and flexibility in whatever you do.

Work Style

Attention to Detail



You are organized and take an orderly approach to your work. You are planful and thorough in everything you do, because you want things to be done right. Your methodical style and your careful attention to details show how important it is for you to do things correctly and avoid mistakes. You enjoy checking the details of your work, and do not like cutting corners to meet deadlines. You believe that any task you complete should be completed thoroughly or not at all. As a result of your desire to do things right others may see you as a perfectionist. Your style is effective in settings where data must be carefully analyzed and small mistakes can lead to serious consequences. Common examples include personal safety, financial, and legal matters. You may find work that focuses on global issues at the expense of specific data to be uncomfortable and stressful.

Planning



You feel at ease in a structured environment but with a slight preference for a flexible style that may involve spur-of-the-moment decision making. You are comfortable making detailed plans if the situation requires it. You enjoy planning for the future but feel quite comfortable changing plans as new considerations arise. You are quite happy to make quick decisions when an immediate response is required. Careers that are too structured or too flexible may lead to frustration and dissatisfaction.

Problem Solving Style

Solving problems is an important task at work and during career change. While the types of problems that need to be resolved vary, people usually take the same approach to solve them. Resolving problems typically involves two key activities, analyzing information and developing solutions. Your personality traits influence how

you conduct each of these tasks. Some people take a highly analytical approach when looking at information, and focus on developing well-grounded solutions. Other people rely on their intuition when interpreting information, and develop solutions that are creative and original.

Innovation



You are somewhat creative and like innovative approaches to tasks. You enjoy solving problems and like finding solutions that are both original and practical. You tend to be fairly open-minded but can become frustrated with ideas that are too unconventional. Instead you would rather examine proposals and solutions that are practical and well grounded. While you can develop creative solutions, you would not describe yourself as inventive. You are as likely to build upon others' ideas as come up with your own. You prefer to focus on practical, straightforward solutions. You work effectively in stable occupations where creativity is not a strong requirement.

Analytical Thinking



When you need to solve problems you carefully analyze all the information at your disposal and use a logical, deliberate method of evaluation. You are comfortable working with problems that involve abstract thinking and tend to understand complex relationships effectively. Before you make a decision you like to gather as much information as possible and consider things from all possible angles. Since this information gathering can be extensive, it takes time for you to think things through and work out correct solutions to difficult tasks. You rarely make decisions based on your gut feeling. Instead you critically analyze almost everything. This analytical style ensures that you rarely make mistakes in judgment, but it does sacrifice efficiency. At work, your preferences indicate that you enjoy analyzing and discussing data, and you will probably like work that involves solving complex problems.

Dealing with Pressure and Stress

How you manage pressure and stress influences your approach to work and how you deal with the difficulties everyone encounters when changing their career. Your approach depends upon how emotionally controlled and resilient you are. People who tolerate stress well

and are able to cope with many demands tend to be successful in high pressure jobs and do not mind career change. Those who dislike stress tend to find success and satisfaction in less demanding occupations and may struggle during career transitions.

Self-Control



You are calm, easy-going, and free from anxiety. You tend to keep your emotions in check, often so well that people who know you well are not aware of how you are feeling. It is very rare that your sentiments and reactions get in the way of what you want to do. You find it easy to keep hold over your expression of emotions and are unlikely to display them. Even in difficult situations you are able to maintain your composure and deal with problems in a calm and easy manner. You rarely experience anger and are unlikely to take offence. In tense situations you rarely say things you later regret, and you are comfortable working in settings where emotions run high. When you do get upset, you are able to quickly regain your composure and begin managing your feelings in a well-balanced manner.

Stress Tolerance



You tolerate stress very well and find it easy to remain relaxed. When you are under lots of pressure you tend to stay calm and steady and can effectively cope with many demands. You are seldom overwhelmed by concerns, and maintain effective work behavior in the face of setbacks. It is only in rare instances that you will feel worried or frustrated. In most situations your ability to relax also acts as a calming influence on others. On the whole, you find it easy to manage stressful situations in a balanced, adaptive way. You are also able to accept criticism positively because you do not take it personally or spend time thinking about what you should have said but didn't. As a result you will be very effective in occupations that have many demanding tasks and where the level of stress is high.

Identifying and Managing Change

How you approach and manage change has tremendous influence on the tasks you will enjoy. For the types of work that involve lots of change, people who describe themselves as flexible and future oriented seem better suited and report more satisfaction. In work environments with greater stability, people who describe themselves

as reliable and focused on the present are generally more content. Your preferences also have a strong influence on how you manage your career. People who dislike change often find career transitions difficult. People who enjoy change may find career transitions exciting.

Initiative



People such as yourself enjoy identifying new opportunities and capitalizing upon them. You are quite willing to accept new responsibilities and enjoy overcoming challenges and finding ways to improve things. During career transitions you prefer to quickly act upon the tasks required to move forward such as writing resumes and approaching possible employers. Taking initiative is something you like to do, and you rarely wait for help from others before starting a project. When looking for occupations that fit your preferences, careers that allow you to pick up new responsibilities and act on your own ideas would be the most appropriate. Positions with stable responsibilities will probably become boring for you.

Flexibility



You enjoy having some variety in your life, and you are somewhat flexible. You enjoy new and interesting activities and can become bored if your work or life activities become routine. If things become too structured or static, you may begin to seek out new activities to give some excitement to your life. While you do not mind change, you also value having some stability and predictability in your life. When required to adapt too much, you may begin to feel overwhelmed. In times of change, you prefer that it occurs at a slower pace which allows you more time to adjust. In a career transition you will need to take a little time to get your head around the adaptation that is required. However, your ability to enjoy variety and novelty should help you adjust effectively.

What to look for in a career

When looking at your career, it is important for you to take time to reflect upon what you are good at, and what you like to do, and then develop clear goals of what you want to achieve. Your personality indicates many aspects that might provide you with guidance in finding a satisfying career. Take the time to read through the following statements to get a sense of what you might look for in a career.

WORKING WITH OTHERS - LOOK FOR CAREERS THAT:

- Allow you to work alone with few distractions
- Do not require you to interact with strangers, or be outgoing and sociable
- Have a balanced mix of team and independent work
- Let you work closely with others, but provide opportunities to pursue your own goals
- Let you address problems in an impartial, logical way
- Have little need for interpersonal understanding
- Need you to make almost all decisions on your own
- Give you the responsibility to determine how to do your work and have little supervision or guidance

ENERGY AND DRIVE - LOOK FOR CAREERS THAT:

- Have little or no time pressures and the work environment is relaxed
- Let you work at a steady pace
- Have some opportunities for advancement but the environment is not extremely competitive
- Are demanding but allow you to balance work and personal commitments
- Let you work on tasks without taking a leadership role
- Allow you to contribute your expertise and skills while others worry about the leadership responsibilities
- Allow you to interact with people you know well
- You are not the centre of attention
- You do not have to sell or bargain with strangers
- Allow you to work without having to pressure people to change their opinions or perspectives
- Allow you to focus on one complex task at a time or juggle a number of straightforward activities

WORK STYLE - LOOK FOR CAREERS THAT:

- Give you the opportunity to shift priorities and ignore deadlines when more important things come up
- Have tasks that need to be reprioritized frequently
- Involve overcoming obstacles and solving difficult problems
- Require persistent effort to meet targets
- There is some change and you are free to adjust your work procedures to meet immediate needs
- Give you autonomy and are not bureaucratic
- Allow you to work in orderly, organized settings
- Require a high level of attention to detail and a strong focus on completing work without mistakes
- Allows you to be both planful and flexible

What to look for in a career

PROBLEM SOLVING STYLE - LOOK FOR CAREERS THAT:

- Allow you to build upon other peoples' ideas
- Require some innovation, but have a strong practical focus
- Involve developing straightforward solutions to problems
- Require analytical thinking and solving complex problems
- Involve analyzing and discussing data

DEALING WITH PRESSURE AND STRESS - LOOK FOR CAREERS THAT:

- Utilize your high level of self-control
- Involve problems that need to be dealt with in a calm and easy way
- Have many demanding tasks and take place in a stressful environment
- Need you to deal with pressure without feeling stress

IDENTIFYING AND MANAGING CHANGE - LOOK FOR CAREERS THAT:

- Allow you to take initiative and act upon your ideas without waiting for others
- Continually provide new responsibilities and challenges
- Need you to identify new business opportunities and take advantage of them
- Have some variety, but the work is largely stable and changes slowly
- Require flexibility to adapt to moderate amounts of change
- Involve some routine tasks

Managing your career

This part of the report contains suggestions that will assist you in managing your career. Each section outlines career action strategies that you might consider implementing to enhance your career development.

WORKING WITH OTHERS - CAREER DEVELOPMENT STRATEGIES

- Give yourself enough time to formulate your responses when considering serious issues. However, it is often important to act decisively. Practice your answers to common interview questions so that you can respond to them quickly. Take a small step out of your comfort zone and begin establishing contacts with people who could help you.
- Identify the tasks you complete well when working independently, and those you complete better working with others.
- You can efficiently manage your career by not involving people in activities that you can complete on your own.
- Try to be more open and sensitive to others. This will help you adjust your approach to people during your career and leave others with a warmer impression of you.
- Keep a check on your tendency to ignore other peoples' advice, and consult with others when you have to make an important decision.

ENERGY AND DRIVE - CAREER DEVELOPMENT STRATEGIES

- Commit more time and energy to your career activities and develop a greater tolerance for being busy. After beginning a project or activity, you may find that the energy requirements are not as extensive as you originally thought.
- In some situations you can be more effective by adopting a collaborative rather than competitive approach.
- Take control of the tasks when your skills allow you to make a significant contribution. The best person to be in charge of managing your career is you.
- When possible, create situations that are most comfortable for you when meeting new people. For example, meet people one-on-one or by being introduced through a mutual acquaintance. This may be more comfortable than meeting a large group.
- Remember that you have areas of expertise that others should hear and recognize. Although it may be difficult, push through the discomfort of challenging others and let your opinions be heard.
- When you find that you have a lot of tasks or responsibilities, find techniques that work for you to deal with the multiple demands. This may include scheduling software, "to do" lists, and delegating.

WORK STYLE - CAREER DEVELOPMENT STRATEGIES

- Complete your obligations and commitments by the set deadlines. However, be willing to adjust your priorities to meet more pressing needs.
- Analyze each project you are working on to determine if it is worth the effort or resources to complete. Guard against persisting in the face of obstacles that cannot be overcome.
- Willingly accept supervision and guidance on how you manage your career. Most career development techniques are taught because they are the most effective way for people to reach their goals.
- Do not miss the forest because you are focused on the trees. Consider the overall goals of your career and do not become bogged down with artificially high standards.
- Make sure you recognize when it is important to engage in planning before beginning a task. This will be especially critical when time is limited but the task is complex.

Managing your career

PROBLEM SOLVING STYLE - CAREER DEVELOPMENT STRATEGIES

- You enjoy solving problems and like finding solutions that are both original and practical. Use your innovation and creativity to identify how your skills and knowledge may be useful in a variety of different careers. Focus on practical tasks such as writing resumes, calling potential employers, and networking.
- Take time to work on both the creative and straightforward tasks required to reach your career goals. Each of these areas is important to successfully managing a career, even though you may prefer one more than another.
- When you solve problems you carefully analyze all the information at your disposal and use a logical, deliberate method of evaluation. This analytical style ensures that you rarely make mistakes in judgment, but it does sacrifice efficiency.
- Do not over analyze career information. For less important tasks, trust your intuition and act decisively. This will help you reach your goals faster and give you momentum to complete other activities.

DEALING WITH PRESSURE AND STRESS - CAREER DEVELOPMENT STRATEGIES

- You are calm, easy-going, and free from anxiety. You tend to keep your emotions in check, often so well that people who know you well are not aware of how you are feeling. Sharing your thoughts and feelings with those who are close to you can help you clarify your work preferences and develop career goals.
- Your high level of self-control and ability to conceal your feelings from others may result in people not recognizing when you need support. Keeping people aware of your struggles will enable them to provide encouragement and assistance.
- You tolerate stress very well and maintain effective work behavior in the face of setbacks. Watch that your ability to tolerate stress does not negatively impact your motivation. Even though you may find the stress of career activities easy to manage, put time into preparation.
- Since you rarely feel worried or experience stress, you may often act as a calming influence to others. Take care that you do not get put upon by others, or over-load yourself with tasks.

IDENTIFYING AND MANAGING CHANGE - CAREER DEVELOPMENT STRATEGIES

- People such as yourself enjoy identifying new opportunities and capitalizing upon them. In your rush to take the initiative, you may miss important information. Therefore, discuss career opportunities you have identified with others before acting on them.
- During career transitions you prefer to work quickly on the tasks required to reach your career goals. While your initiative is a strength, make sure that you do not rush through tasks.
- While you do not mind change, you also value having some stability and predictability in your life. When identifying potential careers you need to recognize that it requires some flexibility and you will need to adjust many aspects of your life. Therefore, take some time to think about all that is involved in your career and come to terms with the types of changes that are required.
- Make changes to your career plan only when warranted, not because you would like some variety. Approach your career transition with a positive outlook that focuses on how the change can improve your life.

Career Review and Planning

The Work Personality Index Career Report is designed to help you understand your unique strengths and to identify areas to enhance your career effectiveness. The personal characteristics measured by the WPI have both positive aspects and liabilities. Your goal in using this report should be to learn about yourself, so that you will be able to capitalize on the assets of your characteristics and minimize the effect of their potential downside. The more you understand about how you approach situations, the better you will be able to work to your full potential and make decisions that result in greater satisfaction. The planning steps below should help you increase your self-knowledge and identify areas of strength and development.

- First, read through your report a number of times. Pay close attention to what it says about you and highlight the statements you believe describe you best. Examine the statements in the "What to look for in a career" section. These give you a good indication of what you might look for in a career that will best fit your personality.
- Second, underline the statements that surprise you or indicate areas where you could improve your effectiveness. Consider these qualities and ask people who know you well about them to see whether they are true.
- Third, develop a plan to avoid or guard against the behaviours that may lower your effectiveness and performance. Examine the statements in the "Managing your career" section. Carefully go through the career development strategies. These will help you set some realistic goals for increasing your effectiveness in realizing your career goals. Then consider your future goals and outline adjustments you could make that would enable you to reach them. Use the "Action Plan" template to assist you in this task.

ACTION PLAN QUESTIONS

1. What specific job, career or leisure activities do you want to learn more about, or aim for in the future? What are your overall career goals? The clearer your goals, the easier it will be to motivate yourself to pursue them.
2. What experience, education or training do you need to get in order to prepare for the next stage of your career?
3. What are the most significant things you can do to improve your effectiveness and satisfaction in life?
4. Review the sections of your report that deal with managing career transitions effectively. What do you need to start doing to ensure you reach your goals? List specific steps and activities.
5. What can you stop doing that may be working against achieving the success you desire?
6. What deadlines do you need to set to make sure you reach your goals?

Career Review and Planning

CAREER ACTION PLAN

Career goals you would like to achieve	Steps needed to achieve these goals	Resources needed	Time Frame

Charting your progress

Having answered the previous questions and put together the beginnings of your career action plan, take some time to review what you have written and consider the following.

What are you most pleased about with your plans?

What do you need to do to improve your plans?

What would you like to discuss about your plans with people you respect; parent, spouse, close friend, career counselor? Now is the best time to do so.

As you continue to move forward in your career, return to your career plan occasionally and review what you have written. As your circumstances change, aspects of your career plan may need to be updated or changed. By continually examining your preferences and strengths, and setting realistic goals, you can be better equipped to achieve the career progress you desire. Good luck!