



Career-Life Portfolio

Name _____

Date _____


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Career-Life Portfolio



- The purpose of the career-life portfolio is to begin planning for a successful career and life.
- With this document, you will articulate your priorities, identify strategies, and reflect upon your progress and development.

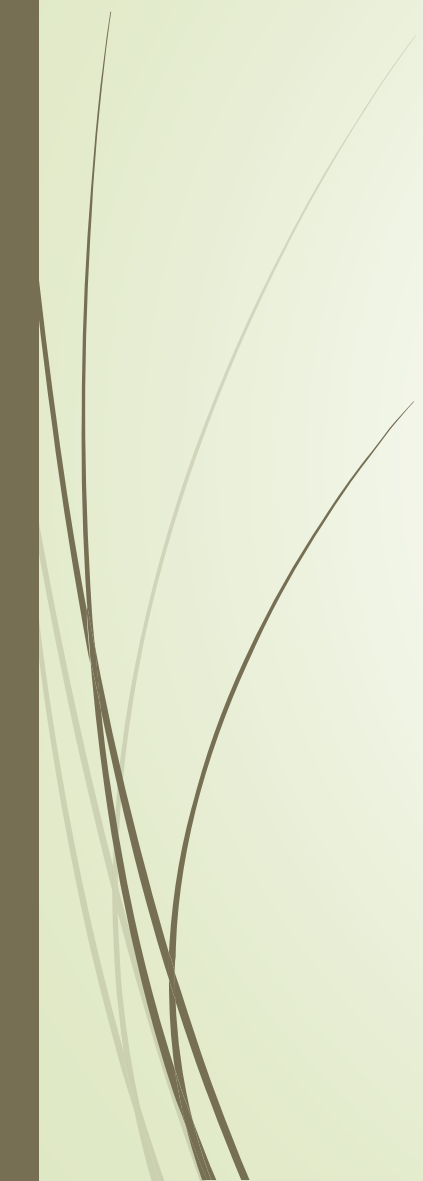



Portfolio Checklist

- ▶ Cover Essay: this essay contextualizes the portfolio documents.
- ▶ Statement of Career
 - ▶ Career Milestones with Timeline
 - ▶ Colleagues (who?)
- ▶ Statement of Life
 - ▶ Life Milestones with Timeline
 - ▶ Significant Others (who?)
- ▶ Statement of Career-Life Balance
 - ▶ Is my career and life in balance?
 - ▶ Career-Life considerations important to me
 - ▶ Institution culture
 - ▶ Leadership
 - ▶ Work-life policies, resources, programs important to me
- ▶ Reflections of progress (every 6 months)
- ▶ Annotated Bibliography: readings



How do you spend your time?

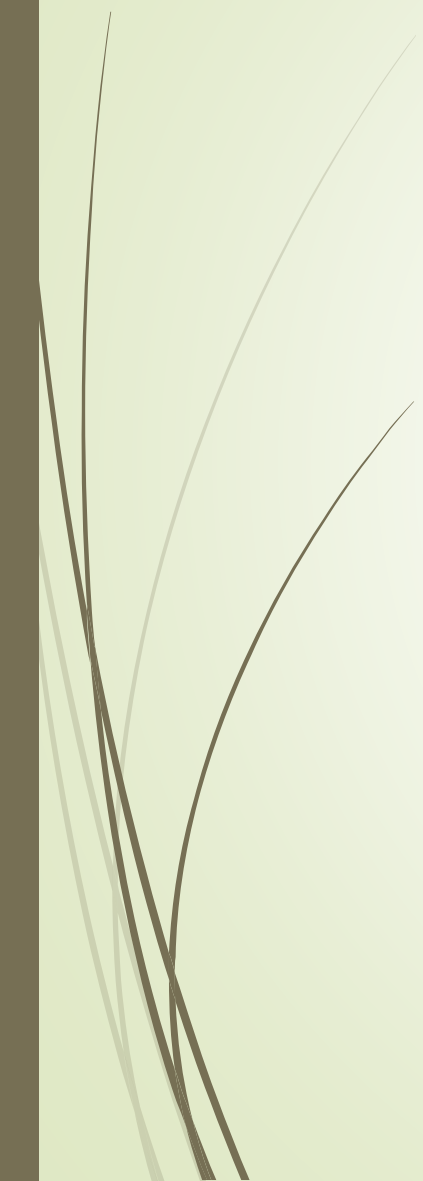
- Complete a time log for 24 hours.
 - What does the log tell you about yourself and your activities?
 - What did you enjoy?
 - What did you not enjoy?
 - Did you waste time?
 - Could you have used your time more effectively?
 - How do you compare to the "average American?"
 - Were you able to spend time doing something you enjoyed? Why or why not?
- 




Know What You Want for Yourself

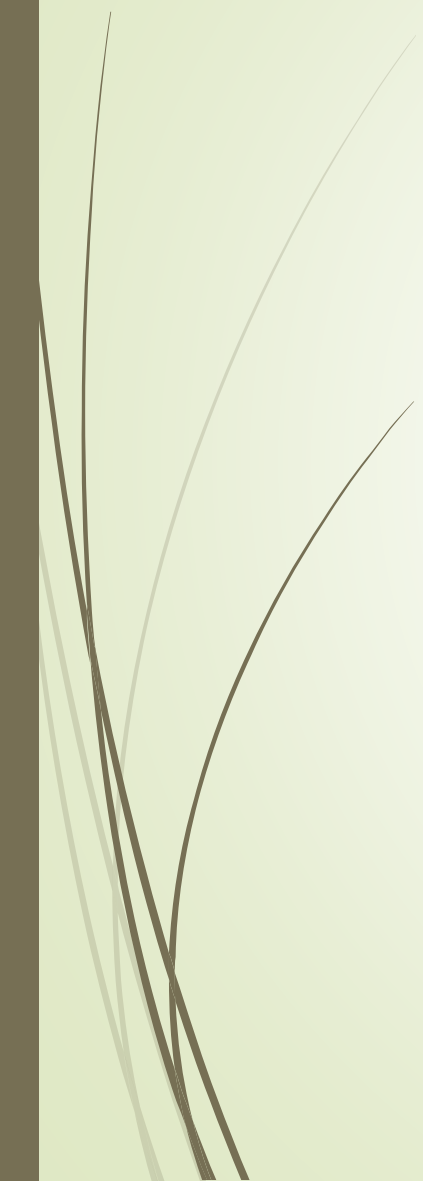
How I use My Time Now


How I Want to Use My
Time





Putting First Things First

- ▶ I would like to spend more time doing:
 - ▶ I would like to spend less time doing:
 - ▶ Steps I can take to make these happen:
- 



Priorities

Top 1-2-3

- Spend a few minutes thinking about the “Top 3” priorities that are most important in your life right now.
- Write them down—why are these things important to you?
- How will you manage your career and life to focus on these priorities?
- Post this list in a place where you can see it.
- Now, do this same activity with priorities in 5 to 10 years.

Reclaiming Your Life

Take Positive Steps to Maintain a Healthy Balance and
Manage Career-Life Satisfaction

