

# **CAREER MANAGEMENT WORKSHOP HANDOUT**

**Concepts Learned and Shared from Military Service to Help  
Early Career PAs and Beyond**



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# PRACTICAL EXERCISES

- Watch the video on [Start with Why](#)
- Read [Seven Habits](#)
- Build your “I love me” binder
- Create your career timeline
- Habits 4, 5 and 6: “Think Win-Win”, “Seek first to understand, then to be understood”, “Synergize” – Talk to your family
- Talk to your coach/mentor/sponsor
- Network early and often
- Habit 7: “Sharpen the saw” – Review your plan quarterly

**DO SOMETHING  
TODAY THAT  
YOUR FUTURE  
SELF WILL  
THANK YOU FOR.**

# **WHAT IS YOUR WHY? WHAT IS YOUR PURPOSE?**

- **Write what you think your “why” is.**
  
  
  
  
  
  
  
  
  
  
- **Write what your purpose is.**

# HOW DO YOU GET AFTER YOUR “WHY”?

- **Based on what your “why” is, how do you think you can get after it.**

# WHAT DO YOU DO NOW?

- **Think about where you are right now ...**
- **... and what you are doing now in terms of your career management.**



# WHAT SHOULD YOU BE DOING?

- **List what you think you should be doing to get to your “why” and to get after your “why”.**

# LET US REVIEW YOUR “I LOVE ME” FILES

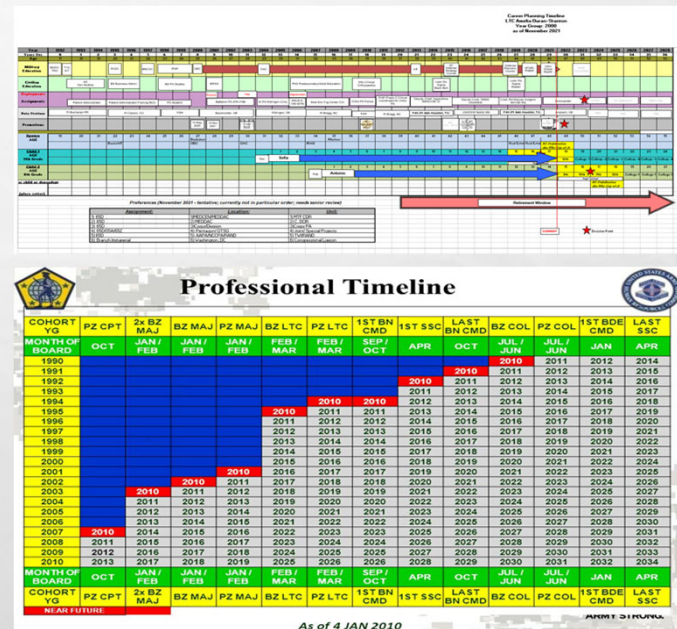
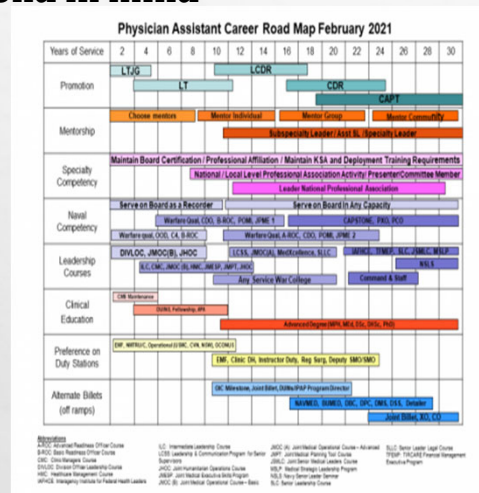
- **Habit 1: “Be proactive”**
- **Curriculum Vitae (CV)**
- **Record briefs**
- **Evaluations**
- **AIM Resume**
- **Career timeline**
- **Financial assessment**
- **Family considerations**



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# LET'S REVIEW YOUR CAREER TIMELINE

- Habit 2: "Begin with the end in mind"
- Plotting your career
- Military education
- Civilian education
- Assignments
- Self-development
- Spouse and children
- Promotion timelines and Decision points
- Share with your coach/mentor/sponsor

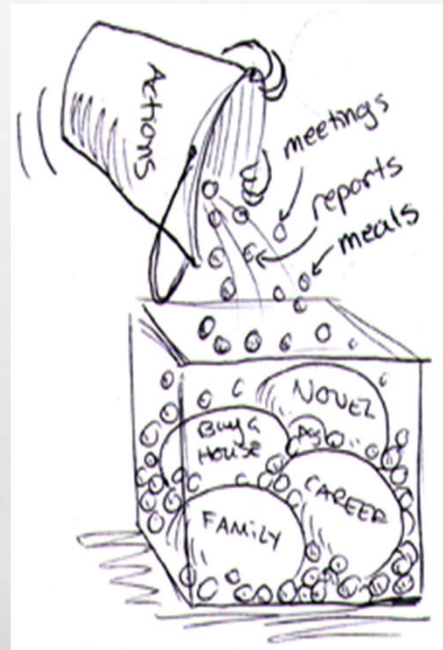


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# LET'S REVIEW YOUR BIG ROCKS, LITTLE ROCKS

- **Habit 3: "Put first things first"**
- **What are you spending your time on?**
- **Prioritize**
- **Big rocks**
- **Little rocks**
- **Track your progress**
- **Planning and scheduling**

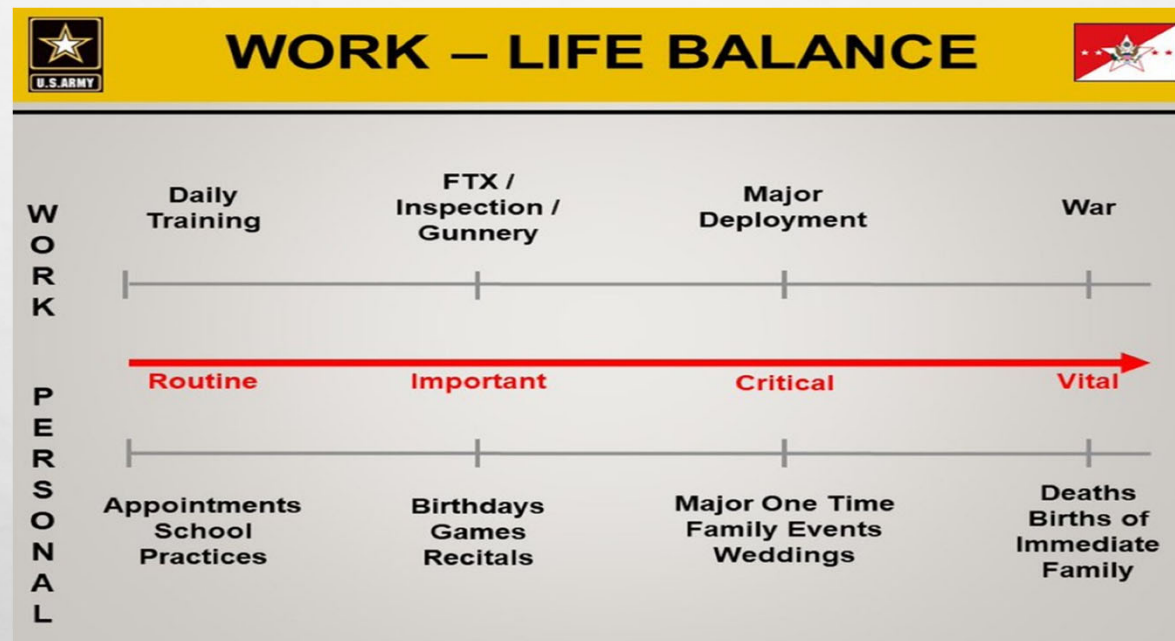


**Big Rocks First**

*And the little ones will fall into place...*



# “General McConville Work-Life Balance”: How would you assess your priorities now?



# LET'S REVIEW YOUR BIG ROCKS

- **Habit 3: "Put first things first"**
- **What are you spending your time on?**
- **Prioritize**
- **What are your Big Rocks. List them.**



BIG ROCKS

# YOUR LITTLE ROCKS WILL FALL INTO PLACE

- **List your Little Rocks**

LITTLE ROCKS	

# CAREER PLANNING

- **Where are you now? (SWOT)**
- **Strengths**
- **Weaknesses**
- **Opportunities**
- **Threats**



# CAREER PLANNING (LONG TERM)

- **Where do you want to be in 20+ years?**
  
- **What do you want to do in 20+ years?**

# CAREER PLANNING (LONG TERM)

- **How will you get there?**
- **Who is helping you get there?**
- **How are you preparing to get there?**

# CAREER PLANNING (SHORT TERM)

- **Where do you want to be in 3-5 years?**
  
- **What do you want to do in 3-5 years?**

# CAREER PLANNING (SHORT TERM)

- **How will you get there?**
- **Who is helping you get there?**
- **How are you preparing to get there?**

# CAREER PLANNING (SUMMARY)

- **Where do you want to be in x years (long/mid/short-term)?**
- **What do you want to do in x years (long/mid/short-term)?**
- **How will you get there?**
- **Who is helping you get there?**
- **How are you preparing to get there?**