

Career Clarity Worksheet

Three steps to realign your work with what actually matters.

Step 1: The Skill-Energy Matrix

List your primary weekly tasks. Evaluate them based on two questions:

- **The Competency Trap:** Are you doing this because it stretches you, or simply because you have become too good at it to stop?
- **The Battery Test:** Does this task give you energy, or does it leave you drained for the work that actually matters?

Task	Competency Trap?	Battery Test?
1.		
2.		
3.		

Step 2: The Day One Reset

Imagine you are applying to your company for the first time today.

- Look at your current job description and your actual tasks & calendar.
- If you were a fresh candidate, would you apply for the role you currently hold?
- If the answer is no, identify the specific gap between the role you want and the tasks you currently perform:

Step 3: The One-Degree Shift

You do not need a dramatic reinvention. You need a small adjustment. Commit to just two actions this week:

1. The Strategic No Identify one meeting or low-value project you will decline or delegate to free up mental capacity. <i>I will say no to:</i>	2. The Intentional Yes Identify one person or one project that aligns with your 'Day One' role. Reach out to them for a coffee chat today. <i>I will say yes to:</i>