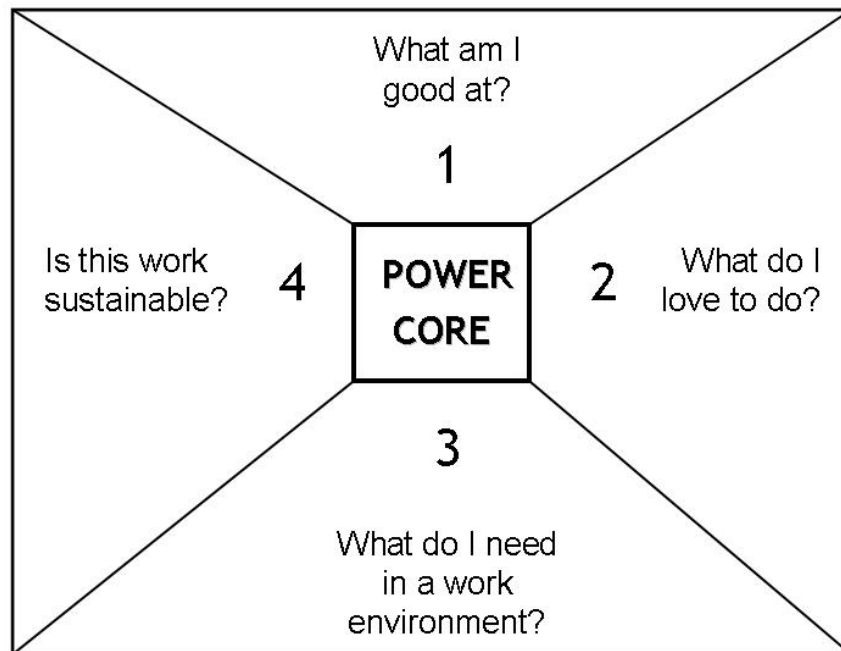


## Define Your Personal Power Core



**General instructions:** Make a list of responses for each quadrant. Take your time to consider each area and make detailed notes. When you are satisfied with your responses, compare quadrants for unifying themes, strengths or similar trends.

For quadrant 1, make a list of all the talents, skills and hobbies in which you excel or have been complimented on. No talent is too small or insignificant; for example, do people tell you that you are a good listener? Put it on the list.

In quadrant 2, write down all the activities you love, regardless of whether you have time for them right now or not. They can also be favorite pastimes from childhood; make a list of activities you would do if time and money were no object.

Quadrant 3 begins focusing on what is important in your daily routine to be effective at work. Do you need solitude? Clear direction? Plenty of freedom to improvise? Like to be around people – or not? Make a list of your ideal work environment in as much detail as possible.

The last quadrant, #4, asks you to consider how sustainable your product, service or work is. For example, the more niched you are, say a technical writer who writes instructional guides, the more adaptable your work needs to be looking ahead. Can you expand your technical writing to other fields? If you provide a general service like administrative support, you need to start defining what makes your skills marketable -- perhaps you have worked in a particular industry for many years and are a topic expert in its systems. Or perhaps you are an expert in a specific software system. In either case, this quadrant is about forecasting the need for your marketable skills in the next 3-5 years.

### **Analyzing your Power Core**

As you review each quadrant list, what traits or ideas stand out? Are there similar themes or skills in multiple lists? These are natural strengths that will renew your energy when you use them.

What industries or jobs need the skills that are repetitive in your Power Core? Start brainstorming about possible positions, products or services your strengths support and then research opportunities to have a concrete idea of your next steps.