



Dear NAAIA Leadership Summit 3.0 Participant:

I look forward to our upcoming workshop on November 4th. In preparation for our session, please complete the two worksheets described below. You may complete the worksheets digitally or print them and complete a hard copy:

1. Success Begins in Your Head: What Is Your Story? Worksheet

During our workshop we will discuss the importance of your story and its impact on your career success. Complete this worksheet to clarify your story and the extent to which it supports achievement of your short- and long-term personal and career goals.

2. Strategic Career Planning Guide

This guide has two worksheets for your completion: 1) My Personal and Professional Definitions of Success, and 2) My Target and Destination Jobs.

The My Personal and Professional Definitions of Success worksheet asks you to describe in as much detail as possible how you define your personal as well as career success. What constitutes success in your personal life? How do you define success in your professional life? How will you know when you have achieved success? What criteria or benchmarks will you use to measure your success?

The My Target and Destination Jobs worksheet asks you to describe your next two possible jobs and how those jobs help advance your career in the direction in which you would like it to progress. What is your next target job? What about the one after that? Finally, what is your current idea of a “destination job,” that is, the job you have just prior to retirement? How well do your two target jobs help you reach your destination job?

Please have both completed worksheets available for our session on November 4th. We will explore the implications of your responses for both worksheets during our workshop. I look forward to our time together!

Dr. Addie Perkins Williamson
Workshop Facilitator