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Career clarity guidelines

Uncovering your strengths, values, and direction

Why this guide exists

When you're at a career crossroads, it's easy to feel stuck. Maybe you've applied for dozens of roles without a call back. Maybe you've been made redundant and are wondering, "*What's next for me?*" Or maybe you're simply questioning whether the path you're on is really the right one.

This guide is designed to help you slow down, reflect, and uncover clarity about who you are, what you bring, and where you might want to go next.

You don't need to finish it all at once. Even one section can spark something useful.

Step 1: Looking back — your story so far

Before looking ahead, it helps to see the patterns behind you.

Prompts:

- What have been the highlights of your career so far?
- When did you feel most alive or "in flow" at work?
- What are you most proud of achieving?
- What themes or patterns do you notice across these moments?

Reflection space:

➡ *Once you've looked back, the next step is to notice the strengths you carry forward.*

Step 2: Strengths you bring

We often underestimate our own strengths because they come naturally to us.

Prompts:

- What do colleagues, friends, or managers consistently thank you for?
- What do people come to you for help with?
- What are 3 skills or qualities you've used in nearly every role, no matter the industry?
- Which of your strengths give you energy when you use them?

💡 *When I left the Navy, I thought I didn't have any transferable skills. Later I realised adaptability itself was one of my biggest strengths. Sometimes your most valuable qualities are the ones you overlook.*

Reflection space:

➡ *With your strengths in view, the next step is to anchor them in your values.*

Step 3: Values that guide you

Values are the compass points that guide our choices. When your work aligns with your values, it feels energising. When it clashes, it drains you.

Prompts:

- What matters most to you in your work (e.g. security, creativity, growth, impact, connection)?
- Think of a time you felt deeply satisfied at work — what value was being honoured?
- Think of a time you felt frustrated — what value was being violated?
- If you had to choose your top 5 values today, what would they be?

Reflection space:

➡ *With values clear, it's easier to imagine what "next" could look like.*

Step 4: Imagining what's next

Clarity doesn't always come from a full plan. Sometimes it comes from imagining possibilities and noticing what excites you.

Prompts:

- If you had no limitations, what kind of work would you love to be doing?
- Which environments do you thrive in (e.g. fast-paced, supportive, structured, flexible)?
- What roles or industries have you always been curious about but never explored?
- If someone described your ideal career 3 years from now, what would you want them to say?

Reflection space:

 *Dreaming is powerful — but clarity grows when you take a step forward.*

Step 5: First steps forward

Clarity grows through action. Even small steps help you test and refine what feels right.

Prompts:

- What's one experiment you could try in the next month (e.g. coffee chat, short course, side project)?
- Who could you reach out to for insight, encouragement, or opportunities?
- What's one old belief you need to let go of in order to take your next step?

Reflection space:

Closing

Career clarity isn't about having all the answers. It's about reconnecting with who you are, what you value, and what you're curious about.

Keep listening to yourself as you move forward. Every small step is data. Every reflection matters.

If this guide helped you spark clarity, imagine what could open up in a coaching conversation — space to explore your direction more deeply and design the next chapter of your career.