

# What do you want to do?

## Worksheet 1: Mission, Vision, Values

Write down thoughts for each of the prompts below.

**What is your Mission?**

**What is your Vision?**

**What are your values? 5 words**

**1**

**2**

**3**

**4**

**5**

# What do you want to do?

## Worksheet 2: Goals, Plans, Timeline

Write down thoughts for each of the prompts below.

▶ **What are your goals? List 3**

▶ **What is your plan to accomplish your goals? List 2 action items under each goal**

▶ **What is your timeline to accomplish your goals? Put down a date.**

▶ **Who will help you get there? Put down a person's name or organization or yourself**

# What can be highlighted on a resume or summary of you?

## Worksheet 3: Personal Traits and Skills

Write down thoughts for each of the prompts below.

**List 5 personal traits or characteristics about yourself?**

1

2

3

4

5

**List 5 skills that you possess that will be considered strengths in a new position you desire?**

1

2

3

4

5

## **Workshop 4: What do you bring with you?**

Write down thoughts for each of the prompts below.

**What is your professional experience? List 2 jobs if possible. Job, company, years, 2-3 responsibilities, 2 accomplishments with example/quantitate.**

### **Job 1**

- 1. Job**
- 2. Company**
- 3. Years**
- 4. 2-3 responsibilities**
  
- 5. 2 accomplishments with example/quantitate.**

### **Job 2**

- 1. Job**
- 2. Company**
- 3. Years**
- 4. 2-3 responsibilities**
  
- 5. 2 accomplishments with example/quantitate.**

## **Worksheet 4 Continued-What do you bring with you?**

1. **Credentials, Licensures**
2. **Publications**
3. **Teaching**
4. **Project Management**
5. **Personal Experience**
6. **Holistic practice**
7. **Leadership**
8. **Professional Organizations**
9. **Other-volunteering, community activities, organizations**



## **Worksheet #6 Elevator Pitch**

### **Four-Step Elevator Pitch Worksheet**

Introduce yourself.

Provide a summary of what you do.

Explain what you want.

When and how you will follow up.

## **Workshop 7: Vision Board Ideas**

**What 10 areas/topics, items would you like to include on your Vision Board?**



## **What do you want to do? - Worksheet 1 Example:**

Write down thoughts for each of the prompts below.

### **What is your Mission?**

To make HT available throughout the world for all people

### **What is your Vision?**

To provide resources and opportunities for Healing Touch to become global

### **What are your core values?**

Compassion, Empathy, Dedication, Respect, Commitment, Diversity

### **What are your goals? Try to put down 3.**

1. To become an instructor of Healing Touch
2. To use my bilingual skills to translate the HT manual into language X.
3. To raise funds for students in other countries to take HT classes.

### **What are 2 plans/action items you can put down to accomplish each goal and the potential timeline?**

- 1a. To complete my HT certification. (dates)
- 1b. To apply to the Level 1 instructor in training program. (dates)
- 1c. To attend Level 1 instructor training classes. (dates)
- 2a. Contact HT office to see if they are supportive of translation efforts. (dates)
- 2b. Translate Foundations manual and have 2-3 native speakers read it for translation. (dates)
- 3a. Have a bake sale to start the efforts for sponsoring students for HT L1. (dates)
- 3b. Recruit fellow HT practitioners to give free HT sessions and allow for donations for the cause. (dates)