

Career Clarity Reset

A 20-MINUTE REFLECTIVE EXERCISE

A structured approach to help you refocus your direction and move towards roles that fit.

A practical reset for moments of change, misalignment, or disruption, so your next move feels intentional.



You know something needs to shift.

You might be at a point where something no longer fits, even if it looks right on paper.

You may not need a drastic reinvention. You may not even need a full plan yet. What matters is clarity about what fits and what does not.

Sometimes that feeling comes from outgrowing your role. Sometimes it comes after disruption, a pause, a setback, redundancy, burnout, caregiving, a confidence knock, or a change you did not choose. Either way, something no longer fits in the way it once did, and that is worth paying attention to.

This is a short, structured exercise to help you step back, reflect, and think clearly about your next move.

How to approach this

Set aside 20 minutes. Answer honestly. Keep it simple. This is not about forcing certainty. It is about creating enough clarity to move forward with intention.

Move through each section at your own pace. Write, reflect, and keep your answers simple.

- Identify what is still working
- Get honest about what no longer fits
- Choose one next step you can take with confidence

You do not need to have it all figured out. You only need to be honest about where you are now.



01 What Is Working

Before you decide what needs to change, start by noticing what is still working. Even in a role or phase that no longer fits fully, there are signals about what matters to you, what energizes you, and where you do your best work.

- What do you enjoy doing in your work right now?
- Where do you feel most effective?
- What gives you energy?
- When do you feel most like yourself at work?
- Where do you feel recognised, trusted, or valued?
- What kind of contribution still feels meaningful to you?

Do not focus only on responsibilities. Notice the moments where you felt engaged, capable, clear, or proud.

02 What Is Not Working

Now look at what feels heavy, draining, frustrating, or out of sync. This is not about blame. It is about clarity. When something feels off, the goal is to name it clearly. That is often where the real shift begins.

- What is draining you?
- What feels heavier than it used to?
- What do you keep avoiding?
- What are you tolerating that no longer feels sustainable?
- What leaves you feeling flat, frustrated, or disconnected?
- Is the issue the work itself, the environment, the pace, the people, or the expectations?

Be specific. The clearer you are about what is not working, the easier it becomes to see what needs to change.

03 Patterns to Notice

Now step back and look at what your answers are revealing. This is where career clarity often begins to sharpen. The goal is not to analyse yourself endlessly. It is to notice the patterns that keep repeating, especially the ones you may have normalised.

- Where are you underusing your strengths?
- What patterns or themes keep repeating in what is working and what is not?
- What is your frustration actually pointing to?
- Are you craving more meaning, more autonomy, more challenge, more flexibility, or more recognition?
- Have you outgrown something you have been trying to make work?
- Are you responding to a temporary difficult patch or a deeper mismatch?

Sometimes the issue is that your current situation no longer matches who you are now.

04 What Matters Now

What mattered to you before may not be what matters most now. Your priorities can shift after success, after burnout, after disruption, after growth, or simply with time. This step is about asking: What do I need from work now?

- What kind of work feels more aligned at this stage of your life?
- What do you want more of?
- What do you want less of?
- What kind of environment would support you better?
- What would a better fit look like now?
- What needs to be true in your next chapter of work?

Clarity comes from knowing what matters most now.

05 One Clear Action

You do not need a full reinvention plan today. You need one clear, honest next step. Clarity grows through movement.

Choose one step you can take in the next 1-2 weeks

- Book an informational conversation with someone in a role you are curious about
- Write down what you want to be known for next
- Refine how you talk about your strengths and experience now
- Reach out to one person who could help you regain momentum
- Identify three things you need in your next chapter of work
- Prepare for a conversation you have been avoiding
- Research roles, directions, or environments that feel more aligned

The goal is to have clarity and take one clear step forward.

My one clear action is

Why this step matters

Target date

From clarity to action.

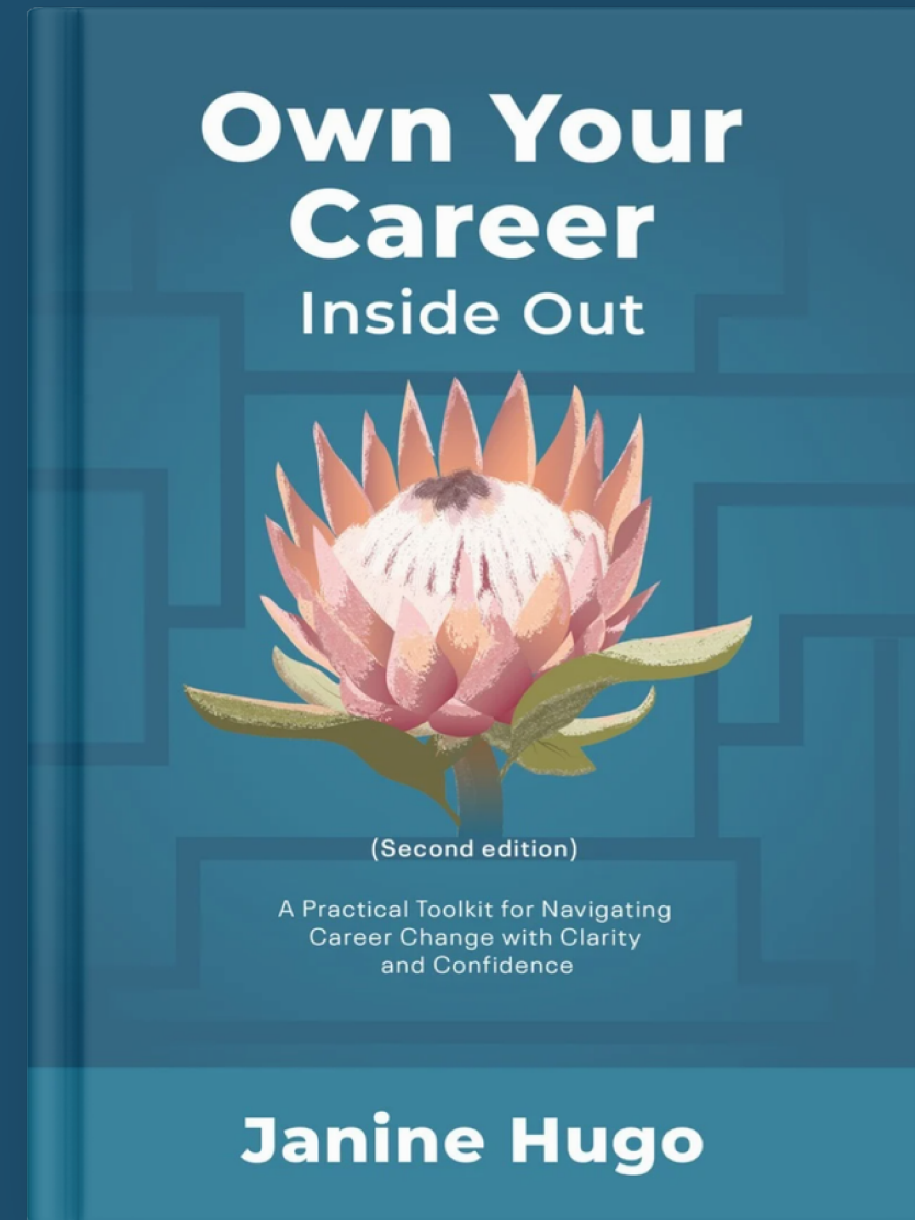
You now have clarity. The next step is turning that into real opportunities. It starts with pausing long enough to understand what this moment is really asking of you. The next step is knowing how to talk about it, position it, and move forward with confidence.

This approach is drawn from *Own Your Career Inside Out*.

Janine AI is designed to help you turn clarity into momentum.

- Communicate your value more clearly
- Position yourself for a new job or next move
- Explain a career pivot or disruption with confidence
- Strengthen your CV, applications, and LinkedIn
- Prepare for interviews and career conversations
- Build a clearer case for promotion or progression

Take your next step with Janine AI



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