

CHOICES FOR DESIGN AND TIMING OF YOUR WORKLIFE

Consider the list of possibilities below and add your ideas at the end of the grid. Then identify and/or check any that appeal to you, indicating now, later (with date), or never. State the approximate dates you plan to investigate choices for the future in the “later” column. To follow up on your choices, use the simple planning approach/time line on the reverse.

WORKLIFE OPTIONS	NOW	LATER: NOTE DATE	NEVER
Single employer			
Multiple employers, Gigs, Freelance			
Self-employed (Note: Sole Proprietorship, LLC or ___)			
Partnerships, Collaborations			
Shared office(s) (Note: With colleague, coworking or)			
Part-time work			
Job sharing			
Flextime, Telecommuting			
Temporary work			
Full-time education/training			
Part-time work + Education/training			
Part-time regular employment Single employer Two or more employers			
Sequential jobs (work) during year			
Long-term projects Self Partners Employer(s)			
Consulting			
Of Counsel (law firms)			
Combinations (circle appropriate ones) Writing, teaching, consulting, speaking, grants			
Own business + work for employer			
Subcontracting			
Multiple short-term projects			

Self Colleagues			
Retainer relationship(s)			
Foundation grant(s)			
Internship			
Sabbatical			
Volunteer work			
Apprenticeship			
Portfolio (work, volunteer, learning, play)			

TIME LINE FOR ACCOMPLISHING MAJOR GOAL

(Create additional lines for other goals)

1. Draw a vertical line across the horizontal line below at the beginning and at the end. Beneath the one at the left, indicate the current month and year and beneath the one at the right, the month and year you plan to bring your most viable, appealing and important goal to fruition. Time frames of three months to a year from today are probably more workable for the completion date. But if you think a longer period is appropriate, you will likely find that the later the date the more difficult it is to be specific about your actions. Then you will need to revisit the plan periodically to include more specific benchmarks for yourself (not a bad idea in any event!).
2. Next draw a series of vertical lines between the two to mark one to three month intervals (if you think a longer line will be more useful, by all means transfer the exercise to a separate page where you can use the long edge). Indicate the month and year underneath each new vertical line.
3. In the space above the horizontal line, between each vertical line, list specific interim actions you want to take to meet your goal for each time frame. They may include research, conversations, interviewing, testing ideas, resume updating and _____.

©2018. RUTH SCHIMEL, PhD, CAREER & LIFE MANAGEMENT CONSULTANT
www.ruthschimel.com ruth@ruthschimel.com 202.659.1772
NOT FOR COMMERCIAL USE. CONTACT AUTHOR FOR OTHER USES.