

# The 30 Minute Career Audit

A calm reset before you plan your next career move



## How to use this worksheet

Set aside 30 uninterrupted minutes.  
Answer honestly, No fixing. No judging.  
This is about understanding where you are now.

- You do not need to complete this all in one sitting.



# 30 Minute Career Audit

Think about the last 3 to 6 months of your working life.

Answer in short notes or sentences

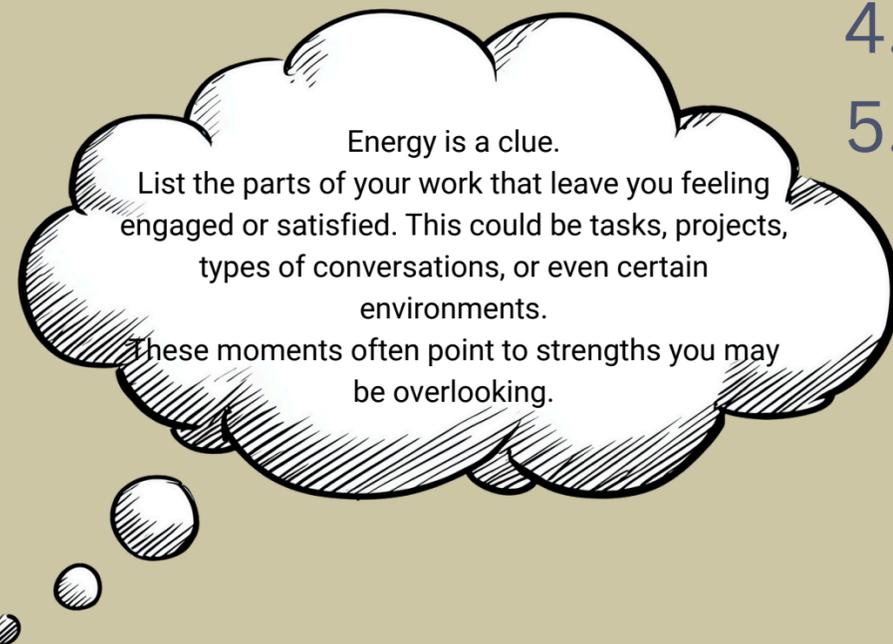


# 1



## Energy Check

1. Which tasks or activities leave me feeling engaged or satisfied?
2. When do I feel most myself at work?
3. What type of work do I lose track of time doing?
4. Who do I work best with and why?
5. What feedback do I regularly receive about my strengths?



**Reflection:**  
**What patterns do I notice?**

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# 2



## Drain Check

1. Which tasks or responsibilities consistently drain me?
2. What do I dread seeing in my diary?
3. What feels misaligned with my values or strengths?
4. Where do I feel frustrated or stuck?
5. What am I tolerating that I no longer want to?

Be honest here.

What consistently leaves you feeling frustrated, flat, or exhausted? This is not about blaming yourself or your employer. It's about noticing patterns.

Drain is data.

**Reflection:**

**What might this drain be telling me?**

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# 3



## Avoidance Check

1. What career related task am I avoiding?
2. What conversations am I putting off?
3. What decisions feel heavy or unclear?
4. What do I tell myself or justify avoiding these?
5. What support might I need here?

### Reflection:

**Avoidance usually signals uncertainty, not weakness.  
What do I need more clarity or confidence around?**

Avoidance often gets misunderstood as procrastination.

In reality, it usually signals fear, uncertainty, or lack of clarity. Updating your CV. Having a career conversation. Networking.

Avoidance tells you where support is needed.

Once you have this clarity, goal setting becomes lighter. More grounded. More realistic.

You stop chasing what you think you should want and start planning for what actually fits.

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# 4



## Career Snapshot

Complete the sentences:

Right now, my career feels like...

What I want more of....

What I want less of...

One thing I know needs to change...

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Answer in short notes or sentences

# 5



## Next Step Clarity

This is not a full plan.

Just a direction.

**Complete:**

The most helpful next step for me right now is....

# Closing Note



You do not need all the answers today.  
You only need enough clarity to take one intentional step.

If you would like support turning this audit into a clear career plan, you can book a coaching session or explore my career development resources!



Ask Me  
Anything



SCAN ME



+44 7877781745

 [LinkedIn](#)

 [www.lhcvsolutions.com](http://www.lhcvsolutions.com)

 Edinburgh, UK



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