

## Considering a New Position?

### Job Comparison Tool

Sit quietly for a moment and think about your current position. Then make a list of the tasks associated with your current position and place them in the Task Column of the table below. Don't sweat the small stuff like "order 25 yellow pads each month". Put down "order supplies".

- Rate your level of enjoyment from 0 - 10 with 10 being enjoy the most.
- Rate your skill level from 0-10 with 10 being the most skilled.
- Cross out any task with a 3 or below in the enjoyment column.
- If there is a 4+ in the Enjoyment Column and 3- in the Skill Level Column. Can you improve your skill with this task?
- Cross out any task with 3s or below in the Enjoyment & Skill level columns.
- Compare the tasks remaining on your list with the job description of the new position in which you're interested.
- Discuss your findings with your coach.

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*Below is my just for fun example of my life at the moment. I always try to choose ENJOYMENT. My list tells me that even though I have housecleaning, laundry and bookkeeping skills, my enjoyment level is so low with those tasks that I will put HOUSEKEEPER and BOOKKEEPER on my WISH LIST!*

TASKS	ENJOYMENT LEVEL	SKILL LEVEL
housecleaning	2	9
cooking	8	8
yard work	8	8
laundry	3	9
maintain financial records	2	5
marketing	8	8
client interaction	10	10