

Stop, Think, then Job Hunt

A short guide for people in transition who need to figure out what they actually want

This isn't another "find your passion" worksheet. This is about getting brutally honest with yourself, making a decision, and sticking to it - even when it's uncomfortable.

Most people drift into their next role because they don't take time to figure out what they actually need.

You're not most people!

Section 1: The "Why" (the foundation)

Before looking at job boards, we look inward. If we don't understand our internal compass, we end up in the same burnout-inducing roles.

Finding your Values (without using the word "Values")

Think of a day at work where you felt properly alive. Not just productive, but energised, like you were doing what you were meant to do.

What were you doing? Who were you with? What made it feel that way?

Now think of a day where you felt like you were wearing a costume. What was wrong? What felt fake or exhausting?

Now extract your values: looking at those two days, what three words describe the difference between them? That's your compass.

- 1.
- 2.
- 3.

The Belief check

Write down one limiting belief you have about your career right now (e.g., "I'm not qualified for a new industry", "I'm too old to start over", "I need to stay for the money").

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Now write one "counter-truth" - evidence that challenges this belief (e.g., "I have 10 years of transferable leadership skills", "My age gives me perspective younger candidates don't have").

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Section 2: The Energy audit

Draw a line down the middle of a page. Be brutally honest, this isn't about what sounds good, it's about what's actually true for you.

ENERGY GIVERS | ENERGY DRAINERS

Tasks that make time fly | Tasks you dread

People you enjoy working with | Cultures that felt toxic

Environments where you thrive | Schedules that didn't work

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Section 3: The middle ground (what you can live with)

In a transition, you rarely get 100% of the dream immediately. So, what's negotiable and what isn't?

Essentials (e.g., I need £X salary minimum, I need to work 4 days per week)

Flexibility (e.g., I'd prefer remote, but I can do 2 days in an office for the right role)

Section 4: Now what? (the accountability bit)

You've got clarity. Brilliant. But here's the thing - knowing what you need to do and actually doing it are two different things.

Pick ONE action from each category. Just one.

The 5-Minute Action (Because you're overwhelmed and 5 minutes is all you've got)

Write one sentence about what you want your next role to feel like. Not what you want to DO, but how you want to FEEL. Put it on a post-it and stick it on your bathroom mirror.

The uncomfortable action (because growth lives here)

Send one message to someone whose career path interests you. Not a polished networking request, just: "I'm in a career transition and your work caught my eye. Could I ask you two quick questions?" Most people say yes. Fear says no.

The Accountability action (the one that makes everything else happen)

Tell ONE person what you're looking for and ask them to check in with you in 7 days. Not your partner (too close), not a stranger (too distant) - someone who'll actually follow up.

When this feels pointless: some days, you'll fill this in and feel clarity; other days, you'll read it back and think "what a lot of rubbish". That's normal.

If you find yourself stuck on the same question for more than 10 minutes, skip it and come back tomorrow. Forcing insight doesn't work.

This isn't therapy: if everything feels dark or impossible, that might be a signal you need different support. And that's okay.

What happens after you've filled this in? most people get this far, feel a bit clearer, then... drift. Here's what NOT to do: put this in a drawer and hope momentum magically appears.

Here's what I'd suggest instead:

1. **Share your answers** with ONE person you trust and ask them: "Does this sound like me?" Sometimes we lie to ourselves. Other people spot it.
2. **Book a quick call with me** to talk through what came up. Sometimes just saying it out loud to someone who gets it makes all the difference. Email me at sandra@tokitalent.com
3. **Or, if you're the "figure it out myself" type-** come back to this in two weeks and see if your answers have changed. If they haven't, you're onto something.

The Commitment Contract

I commit to completing ONE action from Section 4 :

Action: _____

Why it matters: _____

Date: _____ **Signature:** _____

Pin this somewhere visible. I mean it.