



# Planning Your Future: “Personality & Preferences”

**\*\*Checklist Activity:** Circle the qualities and criteria below that best describe your personality and work preferences. Consider past volunteer, internship and work experiences, as well as your ideal for the future.

### Personality Traits & Personal Qualities

Optimistic  
Conservative  
Open-minded  
Cautious  
Adventurous  
Imaginative  
Objective  
Realistic  
Direct  
Friendly  
Enthusiastic  
Cooperative  
Assertive  
Dedicated  
Responsible  
Encouraging  
Flexible  
Relaxed  
Dependable  
Independent  
Detail-oriented  
Creative  
Decisive  
Thoughtful  
Bold  
Risk-averse  
Humorous  
Serious  
Resourceful  
Loyal

### Personal Style Preferences

Work on a team  
Work independently  
Change & variety  
Structure & stability  
Drawn to ideas & data  
Drawn to people  
Logical & direct  
Understanding & flexible  
Practical & concrete  
Theoretical & subjective  
Open-ended tasks  
Deadline driven work  
Interaction with people  
Solitary work  
Focus on details & senses  
Focus on the bigger picture  
Concerned with logic & facts  
Concerned about feelings  
Highly organized & plan full  
Prefers freedom & flexibility

### Work Environment Preferences

Work indoors  
Work outdoors  
Relaxed & casual structure  
Formal environment  
Large organization  
Small company  
New company or start-up  
Established reputation  
Set work schedule  
Flexible hours  
Calm & relaxed  
Fast-paced  
Hard-working & serious  
Friendly & collegial  
Established training  
Room for advancement  
Independent style  
Close-management style  
Live near family & friends  
Short commute  
Willing to travel

#### **REFLECTION:**

- What themes do you recognize from the qualities and preferences you circled above?
- What stands out to you from this list as being the most influential qualities or factors that will affect your career decisions?
- What did you learn about yourself?

