

IDEAL WORK DAY worksheet

Part of creative and strong career preparation involves “blue sky” or visioning work—taking the time to create a picture of the perfect day, and how work could best fit into your life to make you happy and fulfilled.

To do this well, please find a place to work that is quiet and will allow you to relax and allow your imagination to operate freely. You may wish to do some relaxation or meditative exercises to enhance your peaceful state of mind. Once you are grounded and calm, please take the time to imagine the perfect day for yourself. Use the statements below to guide you in this exercise. You are not expected to answer all these questions, but they are presented to help you gather important detail in this exercise.

It is the start of the day. What is it like? What time is it? Where are you living?

What do you do to start your day? Do you exercise, meditate, start with the usual ablutions?

What time do you start work? Where do you work? What type of transition do you have when you leave home and move to work? What do you wear?

What is it like at work? Is it a big organization, a small one, or some other setting?

Where is it located? What kind of office environment is it? Is it small or large, informal or formal?

What is the first task that you attend to as you start your day?

What skills will you use, and enjoy using, today?

What are the people like in your organization?

Are you working alone, or with others, or is there a blend of activity?

Is it a quiet or busy setting? What is the pace like? Is it the same throughout the day or does it vary?

Is the work predictable, or are there changes as the day progresses?

Is the work project or process oriented? What is satisfying about the work?

How does time flow? What is the course of the day like?

What do you do at lunchtime? How do you feel?

In the afternoon, how do you resume your work?

What do you work on in the afternoon?

What type of supervision are you receiving as you work?

What is the end of the day like? What happens next?

Is there carryover between what happens at work and the rest of your life?

IDEAL WORK DAY worksheet, continued

Please consider these questions carefully and write your answers below. You may wish to reflect on them a few times, adding additional detail and weighing considerations you have as a result of envisioning your work. This exercise gives many people the latitude to think outside the box, beyond the immediate situation, and see a different way of creating a livelihood that fits them more completely.

Ideal Work Day Reflection

1. What did you notice about the overall flow of the day? How is it similar to or different from your current work situation?
2. How does this work draw on your strengths and skills? Please be specific.
3. How does this work complement the rest of your life? Is it separated from or integrated into your life?
4. What does this exercise teach you about yourself? What do you want to do with this information in your career planning?
5. What additional information do you need to gather based on this exercise?
6. What are the next steps for you now?