

# IDEAL WORKDAY WORKSHEET

---

Part of creative and strong career preparation involves “blue sky” or visionary 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, find a quiet place to work, where you can relax and allow your imagination to operate freely. You may wish to do some relaxation or meditative exercises. Once you are grounded and calm, 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 details.

- Where are you living (apartment/condo/house; urban/suburban/rural)?
- It is the start of the day. What time is it?
- What do you do to start your day? Do you exercise, meditate, jump right into the shower?
- What do you wear?
- What type of transition do you have when you leave home and move to work?
- What time do you start work?
- Where do you work (on-site, online; indoors, outdoors)? Where is it located?
- What is it like at work? Is it a big organization, a small one, or some other setting?
- What kind of office environment is it? Is it 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?
- Is it a quiet or busy setting? What is the pace like?
- 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?
- What type of supervision are you receiving as you work?
- What is the end of the day like?
- Is there carry-over between what happens at work and the rest of your life?

Please consider these questions 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.

### **Ideal Workday Reflection**

1. What did you notice about the overall flow of the day? How is it similar or different from your current work situation?

2. How does this ideal day draw on your strengths and skills?

3. How does your work relate to the rest of your life? Is it separated from or integrated into your life?

4. 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?