



CAREER MOVES GUIDE

Know your next move before you make it

Whether you want to grow where you are, leave, relaunch or change fields: find where you stand, pick your path, and take a 20-minute first step today.

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HOW TO USE THIS PDF

Type straight into the boxes on screen and save your copy, or print it and write by hand. Rating scales add up on their own in most PDF readers, including Adobe Acrobat and Chrome. Every heading above is a link.



START HERE

Where do you stand?

Every career move rests on three things: knowing what you want, being able to explain why you fit, and having people to talk to. Rate yourself honestly. Unclear is a fine place to start.

	RATING
Clarity How clearly could you describe what you want your next chapter to look like? 1 = I honestly don't know yet · 4 = I could describe it in detail	1 ☐ 2 ☐ 3 ☐ 4 ☐
Your story How confident are you explaining why you are a strong fit for the work you want? 1 = I struggle to explain it · 4 = I could do it right now	1 ☐ 2 ☐ 3 ☐ 4 ☐
Connections How many people could you ask for a 15-minute conversation about that work? 1 = I wouldn't know where to start · 4 = Three or more, today	1 ☐ 2 ☐ 3 ☐ 4 ☐
Rhythm How much time do you give your career each week, on purpose? 1 = Almost none · 4 = Several hours, on a schedule	1 ☐ 2 ☐ 3 ☐ 4 ☐

Total (out of 16)

YOUR LOWEST SCORE IS YOUR FIRST STEP

Lowest on clarity? Start with [Get clear on what you want](#). On your story? [Tell a story that fits](#). On connections? [Start one conversation](#). All 4s? [Set your weekly rhythm](#) and keep going.



FOUR PATHS

Pick your path

Each path has its own first step, so you are not handed advice meant for someone else. Tick the one that sounds most like you right now.

☐ **Grow where you are**

This is you if: You like where you work but want more: more scope, more visibility, a bigger role. You are not looking to leave. You are looking for more, and that is a strong place to start.

Start with: [Growing where you are](#), then [your weekly rhythm](#)

☐ **Decide your next move**

This is you if: You are employed and wondering whether it is time to go, or what you would even go toward.

Wondering whether it is time to go is a legitimate question, and you do not have to answer it today.

Start with: [Get clear](#), [your story](#) and [one conversation](#)

☐ **Reset and relaunch**

This is you if: You are between jobs or returning after time away, and you want structure more than another template.

A gap is a transition, not a deficit. A little structure usually helps more than a flood of applications.

Start with: [Start one conversation](#), then [your weekly rhythm](#)

☐ **Change fields**

This is you if: You want to do different work and need to translate what you have done into a new story. Changing fields is mostly a translation problem. The skills are real. The vocabulary is different.

Start with: [Tell a story that fits](#), then [start one conversation](#)



IF CLARITY IS LOWEST

First step: get clear on what you want

You do not need a five-year plan. You need a pattern, and you can find it in your own past year.

YOUR 20-MINUTE ACTION

Set a timer. Write down three moments from the past year when you felt proud or lost track of time. Next to each, note what you were doing and who it helped. Then circle the pattern.

	The moment	What I was doing	Who it helped
1			
2			
3			

The pattern I circled

Work I want more of

Work I want less of

One thing I would like to test before a big move

A first experiment: a project, a course, a conversation



IF YOUR STORY IS LOWEST

First step: tell a story that fits

Hiring managers are not looking for a perfect match. They are looking for evidence. Translate what you have done into their language.

YOUR 20-MINUTE ACTION

Pick one role you want. Copy five phrases from its job posting. For each one, write an example from your own work: the situation, what you did, and the result.

Phrase from the posting	Situation	What I did	The result

My answer to "Why you?" in three sentences

Read it out loud. If it takes more than 30 seconds, cut it.



IF CONNECTIONS ARE LOWEST

First step: start one conversation

Most moves happen through people, not postings. You are asking for perspective, not a job, and most people are glad to give it.

OUTREACH MESSAGE

"Hi **[Name]**, I'm exploring a move toward **[role or field]** and noticed you **[work in that area / made a similar shift]**. Would you be open to a 15-minute conversation about what the work is really like? I'm not asking for a job, just your perspective."

Questions to ask in the conversation

- What does a typical week actually look like?
- What do people underestimate about this work?
- What would you look for in someone moving in from outside?
- Who else should I talk to?

Your conversation tracker

Name	Why them	Date sent	Follow-up	What I learned



INSIDE TRACK

Growing where you are

If you want more at your current organization, the moves are similar but the audience is your manager. Three steps, in order.

1. Name the goal that matters most

Write one goal for the next 90 days: a specific action, a timeframe, and a way to know it worked. Then note how it connects to something your team already cares about.

My 90-day goal

How I will know it worked

Why it matters to my team

First step, and when

2. Put your wins on paper

List your biggest results from the past year as “We did X, and here’s what it meant.” They are the raw material for your next conversation.

	We did...	And here’s what it meant
1		
2		
3		

3. Book the growth conversation

ASK YOUR MANAGER FOR 20 MINUTES

“I’ve been thinking about where I want to take my career, and I’d love your perspective. Could we set aside time in our next 1:1 to talk it through?”

The free [Own Your Career workbook](#) has full scripts for that conversation and a development plan template.



LATER STAGES

If you are interviewing or weighing an offer

Further along? These two exercises target the moments that cost people the most.

Sharpen the answer that is costing you

Write down the last interview question you answered least clearly. Rewrite your answer as situation, action and result, then practice saying it out loud in under two minutes.

The question

Situation

What I did

The result

Weigh the offer before you answer

Score the offer and your current situation from 1 to 5 on what matters to you beyond salary. Add your own rows.

What matters	Current (1–5)	Offer (1–5)	Notes
Scope of the work			
Growth and learning			
My manager			
Flexibility			
Pay and benefits			

The one question I need answered before I reply



KEEP MOVING

Set your weekly rhythm

Small, steady actions beat big bursts. Two short sessions a week will move you further than a weekend of panic applications.

This week's two sessions

Session	Day and time	What I will do	Done?
Outreach (45 min)			
Applying or learning (45 min)			

Friday check-in: five minutes

What am I proud of this week?

What did I learn?

Did I move a goal forward?

What will I do differently next week?

COME BACK IN A MONTH

Retake the self-check at the start of this guide and the diagnostic online. Seeing your scores move is the best motivation there is.



NEXT STEPS

Keep going

Pick the next step that fits where you are.

[Take the 5-minute diagnostic](#)[Book a career conversation](#)

1:1 career coaching

A thinking partner and accountability. Set one clear goal, then take one action before every session.

The Employee Workbook

Strengths, goals, conversation scripts and a development plan you run on your own.

Follow [@nextlvluptalent](#) on Instagram for more tools you can put to work this week. Questions? info@nextleveluptalent.com