

Career Adapt-Abilities Scale
and
Workbook

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Career Adapt-Abilities Scale

Different people use different strength to build their careers. No one is good at everything, each of us emphasizes some strengths more than others. Please rate how strongly you have developed each of the following strengths using the scale below.

- 5 = Strongest
- 4 = Very Strong
- 3 = Strong
- 2 = Somewhat strong
- 1 = Not strong

STRENGTHS

	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
<i>CONCERN</i>					
1 Thinking about what my future will be like	___	___	___	___	___
2 Realizing that today's choices shape my future	___	___	___	___	___
3 Preparing for the future	___	___	___	___	___
4 Becoming aware of the educational and vocational choices that I must make	___	___	___	___	___
5 Planning how to achieve my goals	___	___	___	___	___
6 Concerned about my career	___	___	___	___	___

Concern Total = ___

CONTROL

7 Keeping upbeat	___	___	___	___	___
8 Making decisions by myself	___	___	___	___	___
9 Taking responsibility for my actions	___	___	___	___	___
10 Sticking up for my beliefs	___	___	___	___	___
11 Counting on myself	___	___	___	___	___
12 Doing what's right for me	___	___	___	___	___

Control Total = ___

5 = Strongest
 4 = Very Strong
 3 = Strong
 2 = Somewhat strong
 1 = Not strong

STRENGTHS

5 4 3 2 1

CURIOSITY

13 Exploring my surroundings	___	___	___	___	___
14 Looking for opportunities to grow as a person	___	___	___	___	___
15 Investigating options before making a choice	___	___	___	___	___
16 Observing different ways of doing things	___	___	___	___	___
17 Probing deeply into questions I have	___	___	___	___	___
18 Becoming curious about new opportunities	___	___	___	___	___

Curiosity Total = ___

CONFIDENCE

19 Performing tasks efficiently	___	___	___	___	___
20 Taking care to do things well	___	___	___	___	___
21 Learning new skills	___	___	___	___	___
22 Working up to my ability	___	___	___	___	___
23 Overcoming obstacles	___	___	___	___	___
24 Solving problems	___	___	___	___	___

Confidence Total = ___

Strengthening a Career Adaptability Mindset

Developing a career requires adapting to continual changes in your work life. To deal with challenges in a work role, individuals need a mindset rich in adaptability resources. These resources are not the actual adapting behaviors themselves. Rather adaptability resources are sources of support to draw upon when shaping strategic responses to career issues. Adaptability resources include the attitude, beliefs, and competencies that determine how individuals respond to new situations. Individuals activate their adaptability resources when they need to solve complex problems and make difficult decisions about career development tasks, occupational transition, and work troubles.

Career adaptability resources influence how one manages transitions such as declaring an academic major, moving from school to work, entering a job, advancing in a job, changing jobs, and retiring.

Four distinct adaptability resources combine to form an adaptability mindset regarding career development. The four adapt-abilities are concern, control, curiosity, and confidence. There are different ways to mix the four resources in the landscape of the mind. Individuals use the four adapt-abilities in their own way to achieve their goals. In general, it may be best to develop and activate all four resources to support a strategic plan. Similar to a table top that needs four strong legs to support it, four strong adaptability resources support effective adapting responses.

Read and think about the rationale for each item in the Career Adapt-Abilities Scale. Pay particular attention to the items you rated as less than 5.

Concern

Look Ahead

Your future depends on what you do in the present.

Concern means considering the future consequences of today's decisions. The secret of the future is hidden in one's present choices. A focus on the future enables you to look ahead and learn about changes, challenges, and choices that you may eventually face. Anticipating future events should move you to prepare so that when the time comes you will be ready to act competently and confidently. Take time to reflect on how your current situation may change in the future and consider what you may do now to get ready for tomorrow. Commit yourself to preparing for the future. Think long-term! Activating career adaptability resources begins with concern.

Thinking about what my future will be like. (1) My rating = _____

Imagine what you want your future to be like in five or ten years. It is important to envision yourself in various occupations that you might enter. Picturing yourself in specific jobs is a crucial step in the career decision-making process. It delimits and defines what you see as possible for yourself.

Realizing that today's choices shape my future. (2) My rating = _____

Understand that choices you make today influence how your future will unfold. Keep the future in sight. Connecting today's experiences to a tomorrow enables you to visualize steps to make it happen. Plan ahead without losing sight of what matters in the here-and-now.

Preparing for the future. (3) My rating = _____

Be proactive by choosing actions that increase your readiness and shape your future. Proactive means that you anticipate and act in advance of future situations rather than just react to challenges as they happen. Invest in your future.

Becoming aware of the educational and vocational choices that I must make. (4)

My rating = _____

Identify the choices that you will have to make and the actions you will have to take in the immediate and intermediate future. Become familiar with them and how you might enact decisions. You may have doubts about what course of action take, yet being aware of what may come gives you have time to prepare.

Planning how to achieve my goals. (5) My rating = _____

Actively participate in preparing for future situations and decisions. Plan for important things before start theming. Prior planning prevents poor performance.

Concerned about my career. (6) My rating = _____

Commit yourself to making wise career decisions. Giving the decision-making process some thought leads to better choices. Most people do not fall into an occupation by chance but rather choose and prepare for a job.

CONTROL

Look Inward

Success depends on effort.

Control means choosing not chancing. While it is true that you cannot be absolutely certain about what tomorrow will bring, most of us have at least some control over future events. That control

increases when you look inward and attribute your successes and failures to the effort you invested. You lack control over situations if you attribute the outcomes to other people or to luck. Other people can offer advice but even if you choose to follow it, effort is required to make it happen. Blaming bad luck or other people does not lead you to try harder because you cannot change your luck nor other people. You can only change yourself. Through effort you can take an active role in determining what your future will be like. The harder you try, the luckier you get.

Keeping upbeat. (7) My rating = _____

Remain positive in responding to challenges that may arise. Positive thinking does not ignore unpleasant situations but rather approaches them in a more positive and productive way. Remain optimistic by eliminating negative self-talk that uses words such as always, never, should, and must. Instead use words such as not yet, prefer, and want. Positive thinking increases the effort to achieve goals.

Making decisions by myself. (8) My rating = _____

When it comes to actually choosing a specific occupation or job, each of us needs to find a balance between choosing occupations by ourselves and with our parents and partners. You will feel best, in the long run, if you make career decisions based upon your preference for independence or mutual dependence among people with whom you are connected.

Taking responsibility for my actions. (9) My rating = _____

Taking responsibility for your actions requires the realization that you play a part in every situation or experience and, therefore, have some degree of responsibility over the outcomes or consequences. To reach your potential, you must continually improve yourself and learn from mistakes.

Sticking up for my beliefs. (10) My rating = _____

Acting in line with what is important to you brings greater self-respect. Holding to your own priorities also increases the sense of agency to manage your own life and career. Stand up for your values in a calm and positive way. Refuse to bully others or be bullied by them.

Counting on myself. (11) My rating = _____

Trust yourself over other people when you have the means to do something. Know that you can invest effort in determining your own fate. In difficult situations, learn to do what the situation requires. If doing something is beyond your means, ask for help by first explaining what you have already tried but could not do yourself.

Doing what is right for me. (12) My rating = _____

You have an obligation to yourself to behave in ways that coincide with your core values and principles. When you seek the approval of other people, pause to recognize if what you are doing differs from what you think is right for you. Set healthy boundaries that maintain self-respect yet allow for affirmation that your feelings and opinions are valid.

CURIOSITY

Look Around

You cannot find gold unless you dig for it.

Curiosity means wondering about things and then learning more about them. Inquisitiveness leads one to make sense of the world by asking questions, searching for answers, finding new information, and making connections. When faced with uncertainty and confusion, exploratory behavior increases clarity and decisiveness.

Exploring my surroundings. (13) My rating = _____

Before choosing, you should explore several different options which are compatible with your interests, abilities, and values. If you decide before exploring viable alternatives, you may miss better options.

Looking for opportunities to grow as a person. (14) My rating = _____

Seek opportunities in which you can learn different ways of doing things. Self-improvement comes from experiencing new things and challenging yourself to update and innovate what you already know. Keep challenging yourself to try new things.

Investigating options before making a choice. (15) My rating = _____

Find out what else is out there before choosing. Exploration may reveal things to value that are not currently on your radar. A wise decision is made after identifying and ruling out alternative choices. Before making important decisions, weigh the pros and cons of favored options.

Observing different ways of doing things. (16) My rating = _____

Pay attention to what is happening around you. You can learn new skills by watching the behavior of others. Intentionally observe the approach used by people who are similar to you yet have more knowledge and experience. Become aware of how mentors and other experts have different ways of reaching the same goals. Compare your approach to the variety of approaches they used.

Probing deeply into questions that I have. (17) My rating = _____

Dig deeper than the surface. Use exploration-in-breadth to crystallize a set of possible options. Use exploration-in-depth to specify choices. Deep exploration of possible options should be carefully worked out, detailed, and thorough. Extensive review and careful analysis of the resulting information and feelings should specify a probable choice and an acceptable alternative.

Becoming curious about new opportunities. (18) My rating = _____

Knowing the answers helps a person in school; knowing the questions helps a person in life. Purposefully seek out opportunities to be curious and learn. Keep your mind open to new worlds and possibilities. Look at a thing from different viewpoints and approach familiar situations in new ways. Make a change in your routine.

CONFIDENCE

Look Ahead

Focus on what you are doing rather than on how you are doing.

CONFIDENCE means the conviction that you can work on finding solutions to problems and ways to deal with difficult situations. Believe in your capacity to overcome obstacles and anticipate success in pursuing goals. To achieve success, concentrate on what needs to be done instead of judging how you are doing. Identify what needs to be done, decide what you can do, and then do what you can. Recognize that failure is an opportunity to learn, especially if you took risks or stepped outside of your comfort zone. The only guarantee of failure is to stop trying.

Performing tasks efficiently. (19) My rating = _____

Organize and prioritize your projects and its tasks. Do the most import things first because deep work requires the most energy. Make it a practice to start your day with the hardest thing you have to do that day. Later in the day, do the shallow work or busywork that requires much less concentration. You are most efficient when you manage a balance between deep work and shallow work. **My rating = _____**

Taking care to do thing well. (20) My rating = _____

Doing things the right way is an important indicator of success. Conscientious people strive to be reliable, organized, goal directed, rule following, and detail oriented. Complete tasks with thoroughness and accuracy. Furthermore, stay true to your word. Do what you say you will do, and do it on time or early.

Learning new skills. (21) My rating = _____

Take the initiative to teach yourself new skills. Be especially willing to learn things that help you resolve current problems. Furthermore, look for opportunities to learn skills that are likely to foster your future development. Use the internet to learn things and to find in-depth instruction.

Working up to my ability. (22) My rating = _____

The single best predictor of future success is consistently working up to your ability. Do not do things just to get by. Instead, try to achieve the best possible result by doing all you can within your personal limitations, even if it is not perfect. At the end of the day you will know that you gave it your all.

Overcoming obstacles. (23) My rating = _____

Face big obstacles with determination. Removing some barriers takes time, perseverance, discipline, and new skills. Identify all the things you cannot control and concentrate on what you can control. However unpleasant, obstacles are necessary for growth. The more obstacles you have overcome, the stronger are your adaptability resources.

Solving problems. (24) My rating = _____

Managing a career involves solving a series of problems. You may not be able to avoid uncontrollable setbacks, but you can control what you do afterward. When problems occur, re-center yourself and regain focus. Analyze the problem and what you can control. Then when it is possible, take decisive actions. Continue to focus on what you can do rather than how you are doing.

Your future depends on what you do in the present.

Success depends on effort.

You cannot find gold unless you dig for it.

Focus on what you are doing rather than on how you are doing.