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## **Your Career Clarity Checklist:**

### **23 Questions to Find Your Next Step**

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Before you make your next career move, pause to reflect. These questions help clarify your goals, obstacles, and next steps. Take your time and be honest.

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#### **Career Fit & Direction**

1. Does my current role align with my long-term goals?
  2. Am I growing, plateauing, or regressing in this job?
  3. Have I outgrown my current role, or is there more to learn here? For how long?
  4. Where do I see myself in 1, 3, or 5 years?
  5. What sectors or roles excite me or spark my curiosity?
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#### **Values & Motivation**

6. Am I motivated by impact, income, recognition, learning, or something else?
  7. What do I value most in a role or workplace?
  8. Do I prefer structure or freedom in my daily work?
  9. What kind of culture or environment helps me thrive?
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#### **Self-Awareness & Reflection**

10. What are my strengths?
11. What are my areas for growth (weaknesses)?
12. What tasks or situations energize me?
13. What tasks or situations drain me?
14. What achievements am I most proud of in my career so far?
15. What would I pursue if fear or money weren't factors?



### **Practical Considerations**

16. What financial needs or obligations do I need to consider?
  17. Am I willing to relocate, travel, or retrain for a new path?
  18. How much risk am I willing to take for the sake of fulfillment?
  19. What's holding me back from making a change?
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### **Support & Resources**

20. Do I have a professional network I can lean on or grow?
  21. What skills, credentials, or experiences do I need to move forward?
  22. Who can I talk to for mentorship or advice?
  23. Am I open to receiving support from a coach to help clarify my thoughts and path forward?
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## **Ready to turn reflection into action?**

**Book a free 45-minute strategy session with me, Dale Fairclough, to explore your answers and what they might mean for your next career move.**

 [\*\*Click to book a free 45-minute strategy session\*\*](#)

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Dale Fairclough is the founder and chief coach at Achieve Coaching and Consulting, where he helps high-performing professionals navigate career transitions with clarity, strategy, and structure. A certified coach, licensed engineer, and seasoned project leader across both the private and public sectors, Dale has over 25 years of leadership experience in manufacturing, industrial gases, and energy.



Known for his blend of analytical precision and calm, supportive presence, Dale specializes in helping clients move from feeling “stuck” to acting with confidence and purpose. His structured approach turns uncertainty into clear, actionable momentum. Dale holds degrees and professional certifications from the University of Pennsylvania, eCornell, and the Project Management Institute.

He lives in Pennsylvania's Lehigh Valley and enjoys spending quality time with his family.