A FREE PROFESSIONAL-DEVELOPMENT RESOURCE

THE CONFIDENCE & DIRECTION MINI-WORKSHEET

Move From Feeling Stuck to Taking Your Next Clear Step

A free professional-development resource from A Heart to Serve

You do not need to have your entire future figured out today. You do, however, need enough clarity to take your next intentional step.

Use this worksheet to identify what you want, recognize what may be holding you back, and choose one practical action that moves you forward.

1. WHERE ARE YOU NOW?

What area of your professional life currently feels unclear, frustrating, or unfinished?

2. WHAT DO YOU WANT?

Complete this sentence:

During the next six months, I would like to...

3. WHY DOES IT MATTER?

What would accomplishing this goal change for you?

- ☐ I would feel more confident.
- ☐ I would improve my income or career options.
- ☐ I would feel more fulfilled.
- ☐ I would gain greater independence.
- ☐ I would use more of my abilities and experience.
- ☐ I would create a healthier work-life balance.
- ☐ Other: _____

4. RECOGNIZE WHAT YOU ALREADY HAVE

List three strengths, abilities, experiences, or personal qualities that can help you move forward.

1. _____
2. _____
3. _____

5. IDENTIFY THE REAL BARRIER

What is most likely preventing you from moving forward?

- ☐ I do not know where to begin.
- ☐ I am afraid of making the wrong decision.
- ☐ I lack confidence in my abilities.
- ☐ I keep waiting for the perfect time.
- ☐ I need more information or training.
- ☐ I need structure and accountability.
- ☐ I am trying to pursue too many goals at once.
- ☐ Other: _____

6. CHOOSE YOUR NEXT STEP

Select one action you can complete during the next seven days.

- ☐ Research one opportunity.
- ☐ Update my resume or professional profile.
- ☐ Contact one potential employer, client, or mentor.
- ☐ Register for a class, workshop, or training.
- ☐ Create a basic plan for my goal.
- ☐ Remove one unnecessary distraction or obligation.
- ☐ Schedule time to work on my goal.
- ☐ Other: _____

My specific next step is:

_____

_____

I will complete it by: _____

7. MAKE A COMMITMENT

Complete this statement:

I do not need to know every step. My responsibility right now is to:

_____

_____

YOUR NEXT STEP

Clarity grows when you stop waiting for certainty and begin taking intentional action.

The Gift of Confidence and Direction Coaching Program from A Heart to Serve helps young professionals and women identify their strengths, clarify their goals, make confident decisions, and develop a practical path forward.

Explore coaching programs and professional-development resources at AHTSHub.com.

A Heart to Serve

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