

Career Clarity Starter Guide

5 Steps to Discover Your Direction

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Welcome

If you're feeling stuck, frustrated, or uncertain about your career, you're not alone. Many individuals, like you, are navigating transitions, starting over, or seeking more meaningful paths. This guide is designed to provide you with the tools to pause, reflect, and take action with clarity and confidence.

This quick-read guide is your trusted companion, leading you through 5 powerful steps to gain insight into your current situation, identify what matters most to you, and chart your future path.

Step 1: Pause & Get Honest

Ask Yourself:

- What aspects of my current career or role are working well for me?
- What feels misaligned or draining?
- If nothing changes in the next six months, how will that make me feel?

Gaining clarity in your career begins with being honest with yourself, without any judgment.

Action Tip: Remember, journaling your answers is a powerful tool for self-reflection. It's the first step towards gaining clarity in your career and making positive changes.

Step 2: Clarify Your Core Values

When your work aligns with your values, you feel energized and fulfilled. However, when it doesn't, you may feel lost or burned out.

Mini Exercise: Circle your top five values from the list below:

Freedom

Growth

Impact

Integrity

Financial Stability

Service

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Leadership

Creativity

Security

Community

Reflect on the Connection: Are these values reflected in your current work? This question will help you gain a deeper understanding of the alignment of your values with your work.

Step 3: Identify Your Transferable Strengths

You don't need to start from scratch; you already possess valuable skills. Recognizing these skills will empower you to apply them in new contexts.

Take a moment to reflect on the following questions:

- What have others consistently said I excel at?
- When was the last time I felt proud of an accomplishment?
- What tasks or challenges energize me?

Your strengths are not hidden; they are within you. Let's work together to uncover and leverage them.

Step 4: Visualize the Future You Want

Clarity often comes when you allow yourself to imagine without limits.

Prompt: Imagine your ideal professional life 12 months from now...

- What are you doing each day?
- Who are you serving or working with?
- How do you feel at the end of your workday?

Write your answers freely. Don't edit. Dream a little.

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Step 5: Take One Brave Step

Now that you've reflected, it's time to act — even if imperfectly.

Choose One:

- Update your resume
- Schedule an informational interview
- Explore training or certification options
- [Book a Free Discovery Call](#)

Your Next Step: Let's Talk

You don't have to navigate this transition alone. Let's take what you've uncovered and turn it into a real, workable plan.

Schedule your FREE Discovery Call with Dr. Mark A. Mitchell at Pay Attention Coaching: <https://scheduler.zoom.us/payattentioncoaching/discovery>

About Your Coach

Dr. Mark A. Mitchell, DPA, MPA, Retired USAF
Founder of Pay Attention Coaching™

As a career, Life, and Leadership Coach, I offer a range of services tailored to the unique needs of Veterans, First Responders, and Professionals in Transition. These include career planning, life balance strategies, and leadership development. With over 25 years of leadership experience, I bring a wealth of knowledge and skills to assist individuals in transitioning from confusion to clarity and from burnout to breakthrough.