



Mapping Your Next Career Step

A decision-support worksheet for evaluating career movement, readiness, timing, and preparation.

Scripture for the work ahead *"In all thy ways acknowledge him, and he shall direct thy paths."*
- Proverbs 3:6, KJV

Use this resource to evaluate the decision before you move, not after the pressure has already shaped the choice.

Before you make the next move

Career direction is not only about finding another job, accepting a promotion, leaving a role, or changing industries. A career decision often touches your income, confidence, identity, family responsibilities, long-term development, gifts, preparation, timing, and sense of purpose.

You may be trying to decide whether to stay, leave, prepare for promotion, change direction, rebuild after job loss, return to school, start something separate, or finally take a step you have delayed. This worksheet is designed to help you slow the decision down enough to see what is driving it, what information is missing, and what kind of preparation is required.

The goal is not to push you into quick movement. The goal is to help you evaluate the decision with order so you can move from reaction to readiness.

What You'll Produce

By the end, you will have a career direction map that identifies what is prompting the decision, what options are on the table, what evidence supports your readiness, where gaps exist, what risks need to be managed, and what preparation should happen next.

Scripture reflection *"If any of you lack wisdom, let him ask of God, that giveth to all men liberally..." - James 1:5, KJV*

How to use this worksheet

Work through the sections in order. Do not try to make the decision on page one. The early pages are designed to collect the facts. The later pages help you evaluate what the facts are showing.

<input type="checkbox"/> Be specific about what is happening now.	<input type="checkbox"/> Separate frustration from direction.
<input type="checkbox"/> Name the role of money and responsibility.	<input type="checkbox"/> Use evidence, not only desire.
<input type="checkbox"/> Identify what needs preparation.	<input type="checkbox"/> Give yourself room to revise the plan.

Section 1: What is prompting the career decision?

Before deciding what to do, identify what is creating the need for a decision. A career move can be driven by growth, calling, exhaustion, opportunity, leadership issues, finances, job loss, underused skills, or a season that no longer fits. The reason matters because the reason can shape the decision.

Possible driver	Examples to consider	How much is this influencing the decision?
Growth limit	<i>You have outgrown the role, the work has become repetitive, or there is no real path forward.</i>	
Compensation pressure	<i>Your pay no longer matches your responsibilities, cost of living, debt obligations, or family needs.</i>	
Leadership or culture	<i>The environment is draining, unclear, unstable, unfair, or no longer developing you.</i>	
Underused gifts or skills	<i>You have ability, training, experience, or ideas that are not being used where you are.</i>	
Job loss or instability	<i>A layoff, termination, restructuring, contract ending, or uncertainty has forced a decision.</i>	
Promotion decision	<i>You are considering a higher role and need to know whether the responsibility, timing, and readiness are aligned.</i>	
Direction shift	<i>You are sensing a change in field, industry, function, work style, or purpose.</i>	
Entrepreneurial pull	<i>You may be considering starting a business such as consulting, contract work, or something separate from traditional employment.</i>	

WRITE IT PLAINLY

What is making this career decision necessary right now?

What would happen if you ignored this decision for another six months?

What would happen if you moved too quickly without enough preparation?

Decision note *A role can be difficult without being wrong. A role can be available without being your best fit. The career decision that you need to make needs more than pressure you're facing in your current situation, how you're feeling or an opportunity that looks good – for now. It needs evaluation.*

Section 2: Current career snapshot

This section captures where you are now. Do not minimize the facts, and do not exaggerate them. The goal is to see your current career clearly enough to identify what needs to change, what needs to be strengthened, and what preparation may be required before you make a move, pursue a promotion, change direction, or stay and build from where you are.

Area	Current reality	What this tells me
Current role or work situation		
Main responsibilities		
Skills being used well		
Skills not being used		
Growth opportunities available		
Compensation and benefits		
Work environment and leadership		
Schedule, flexibility, and capacity		
Alignment with long-term direction		
Current stress points		

Where the tension is showing up

Use these prompts to identify whether the issue is the role, the environment, the season, the level of preparation, or the lack of a defined direction.

<input type="checkbox"/> The work no longer challenges me.	<input type="checkbox"/> The role requires more than I can keep giving.
<input type="checkbox"/> The pay does not match the responsibility.	<input type="checkbox"/> I am not developing in the areas that matter.
<input type="checkbox"/> I am qualified for more, but I have not positioned myself for it.	<input type="checkbox"/> I have been delaying applications, conversations, or preparation.
<input type="checkbox"/> I am afraid to move because of money or stability.	<input type="checkbox"/> I am considering a move because of frustration, not direction.
<input type="checkbox"/> I need stronger evidence of readiness before I move.	<input type="checkbox"/> I need counsel, training, or a clearer plan.

Which three statements above are most accurate right now?

Section 3: What kind of career move is this?

Not every career decision means leaving. Sometimes the right move is to stay and strengthen your skills, performance record, confidence, professional relationships, or readiness for promotion. Sometimes it is to prepare before applying. Sometimes it is to exit because the environment, role, or growth path no longer fits. Sometimes it is to rebuild after an unexpected loss. Name the kind of move before choosing the action, so your decision is based on what the situation requires, not only on urgency, frustration, or fear.

Career move option	What it may mean	Evidence that supports this option
Stay and strengthen your skills/relationships/confidence	<i>You remain where you are while building your skills, improving your performance, or clarifying the next path.</i>	
Prepare for promotion	<i>You focus on readiness for higher responsibility, stronger visibility, and leadership evidence.</i>	
Change roles	<i>You move into a different role that better uses your skills, interests, or growth needs.</i>	
Change companies	<i>The work may still fit, but the environment, leadership, pay, or opportunity does not.</i>	
Change industries or functions	<i>You are evaluating a broader shift that may require retraining, networking, or repositioning.</i>	
Rebuild after job loss	<i>The decision is connected to recovery, stability, confidence, and re-entry strategy.</i>	
Start something separate	<i>You are considering starting your own business such as in consulting, business, contract work, or a side path that requires structure.</i>	
Pause and reassess	<i>You need more information, stability, healing, training, or counsel before a major decision.</i>	

MOST LIKELY DIRECTION

At this point, which option seems most accurate?

What makes this option stand out?

Scripture reflection *“Commit thy works unto the LORD, and thy thoughts shall be established.”*
- Proverbs 16:3, KJV

Section 4: Skill, evidence, and readiness review

A career move should not be based only on desire. Readiness needs evidence. This does not mean you must be perfect before moving. It means you need to know where you are strong, where you need development, and what proof you can show.

Skill or requirement	Evidence I have	Gap to close	Action needed
Technical or role-specific skill			
Leadership or influence			
Communication			
Problem solving			
Project or execution experience			
Training or certification			
Resume or portfolio proof			
Interview readiness			
Network or referrals			

Evidence inventory

Write specific examples. Avoid general statements like “I am a hard worker.” Use proof that can be explained in a resume, interview, conversation, portfolio, or development plan.

Achievement or experience	What I did	Result or evidence	Where I can use this skill

Readiness note *A gap is not always a stop sign. Sometimes it is the instruction for what needs to be developed before you move.*

Section 5: Career decision filter

This section helps you compare two possible career choices before deciding what to do. Name the two options first, then score both options against the same decision factors.

The score is not the final decision. It is a way to see where each option is strong, where it carries concern, and what still needs more information, preparation, or confirmation.

Option A is:

Option B is:

Scoring guide

Use a score of 1 to 5 for each decision factor.

1 = High concern: This option creates serious concerns, weak alignment, or a clear reason to pause.

2 = Some concern: This option may still be possible, but there are noticeable gaps, risks, or unresolved issues.

3 = Mixed or unclear: This option is not clearly strong or weak. More information, preparation, or confirmation is needed before deciding.

4 = Mostly strong: This option appears reasonable and aligned, with only minor concerns or details to work through.

5 = Strong alignment: This option is well-supported by the facts, timing, capacity, preparation, and direction you are evaluating.

A lower score does not automatically mean no. A higher score does not automatically mean yes. The score helps you see what each option requires before you decide.

Decision factor	Option A score	Option B score	Notes
Stability			
Income and financial impact			
Growth opportunity			
Skill alignment			

Decision factor	Option A score	Option B score	Notes
Long-term direction			
Timing			
Personal capacity			
Family or responsibility impact			
Preparation required			
Peace after evaluation, not avoidance			

What is your score telling you?

Which option appears stronger based on the facts?

Which option carries the most risk or concern?

Where did you score a 3, and what still needs more information or confirmation?

What needs to be strengthened, prepared, or clarified before you act?

responsible decision right now?

Section 6: Risk and preparation check

Every career decision carries risks. Wisdom does not remove risk, but it helps you identify what must be managed before movement. Use this section to separate manageable risks from warning signs that require more preparation.

Risk or concern	What could happen?	What would reduce the risk?
Financial risk		
Timing risk		
Skill or readiness gap		
Family or personal responsibility impact		
Emotional or confidence pressure		
Lack of information		
Reputation or relationship risk		
Sustainability risk		

Questions before movement

<input type="checkbox"/> Do I know what I am moving toward, not only what I want to leave?	<input type="checkbox"/> Have I counted the financial impact?
<input type="checkbox"/> Have I identified the skills or proof I need?	<input type="checkbox"/> Have I prepared my resume, portfolio, or examples?
<input type="checkbox"/> Have I had the conversations I need to have?	<input type="checkbox"/> Have I prayed and sought wise counsel?
<input type="checkbox"/> Have I considered the effect on current responsibilities?	<input type="checkbox"/> Have I identified what must be done in the next 30 days?

Scripture reflection *“The thoughts of the diligent tend only to plenteousness; but of every one that is hasty only to want.” - Proverbs 21:5, KJV*

Section 7: Preparation plan

This section turns the evaluation into preparation. Even if you are not ready to move yet, you can still prepare with discipline. Use the next 30 days to close information gaps, strengthen evidence, and organize what is needed.

Preparation area	Action to take	Due date	Status
Resume or profile			
Skills or training			
Evidence or portfolio			
Networking or conversations			
Financial review			
Applications or opportunities			
Prayer, counsel, or reflection			

Career direction statement

Complete the statement below. It does not need to be perfect. It should be clear enough to guide your next round of preparation.

Statement prompt Based on what I have reviewed, I am considering _____ because _____. Before I move, I need to prepare _____, clarify _____, and address _____.

Career direction map

Use this page as your summary. It should show what the worksheet revealed and what needs to happen next.

Question	My answer
The decision I am evaluating	
What is prompting the decision	
The strongest option right now	
The main concern or risk	
The skill, evidence, or preparation gap	
The financial or responsibility issue to consider	
The counsel, prayer, or information I still need	
What I will prepare in the next 30 days	
My current direction	

Encouragement for the process *"I can do all things through Christ which strengtheneth me."* - *Philippians 4:13, KJV*

This does not mean every door is yours to force open. It means you are not without help, strength, or grace as you prepare, evaluate, and walk through the right door with wisdom.

A career decision does not have to be made from panic, pressure, comparison, or fear. You can evaluate the facts, strengthen what needs development, seek wisdom, and prepare for the move with structure. The next step may be movement. It may be preparation. It may be clarity. What matters is that the decision is no longer floating in your mind without order. Return to this worksheet when a new role, transition, promotion, or direction shift needs to be evaluated.