



Career Spring Cleaning Worksheet

Instructions:

- Review each habit and reflect on whether it applies to you.
- Answer the self-reflection question to identify how it impacts your career.
- Write down an action step to help you replace the habit with a stronger one.

1. Saying Yes to Everything

Why It Holds You Back: Overcommitting leads to burnout and prevents you from focusing on high-value work.

Self-Reflection: When was the last time I said yes to something I didn't have time for? How did it impact my workload?

Action Step: (Write one way you will start setting boundaries.)

2. Staying in the Background

Why It Holds You Back: If you consistently work behind the scenes, your contributions may go unnoticed.

Self-Reflection: Do I regularly speak up in meetings? When was the last time I highlighted my contributions?

Action Step: (Write one way you will start advocating for yourself.)



3. Waiting for the Perfect Time

Why It Holds You Back: Waiting keeps you stuck while opportunities pass by.

Self-Reflection: What opportunity have I been hesitating on because I don't feel "ready"?

Action Step: (Write one step you will take NOW to move forward.)

Final Reflection

After completing this worksheet, what's ONE habit you commit to changing this month?

My Focus for This Month: _____

Let's Make 2025 Your Best Year Yet!