Personal Inventory Evaluation Tool

The attached template is to be used in evaluating your personal inventory at least annually to ensure you are meeting your career goals and expectations.

In looking at the seven elements below, the goal is to acknowledge **which elements are most important to you**. Rank each, using a scale of 1 - 7, with 1 being the most important and 7 being the least important. Use each number just once. Realize these may change in importance over time and so will your satisfaction, which is why it is important to revisit this tool annually. But for now, please respond based upon what is currently happening in your life/career.

The second goal of this tool is to acknowledge **how satisfied you** are in each of these 7 areas below. Rank your satisfaction on a scale of 1 - 10, with 1 being the least satisfied and 10 being the most satisfied. Again, over time, your satisfaction may change. You may use the same satisfaction rating for more than one area.

After completing both sections, it is important to evaluate how satisfied you are in terms of the elements which are most important to you! If your most important element is coupled with a low satisfaction rating, you may need to consider making adjustments or having conversations to become more fulfilled.

Career	Are you satisfied with the progress you've made in your career?
Learning & Development	Are you receiving the training and learning you want/need for your job and career? Do you feel challenged?
Organization & Mission	Are you inspired and motivated by the reputation and mission of your organization?
Culture	What do you think of your team, your supervisors and the leadership?
Rewards & Recognition	Are you satisfied with the rewards and recognition you receive?
Work	Do enjoy the content of the work you do? Do you enjoy your customer/client/donor interaction?
Work-Life Balance	Is your work-life and your personal-life balanced?

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Name	
Date	

*For **Importance**, please rank from 1 - 7, with 1 being the most important and 7 the least important.*
*For **Satisfaction** please rank from 1 - 10, with 1 being the least satisfied and 10 being the most satisfied.*

Inventory Element	Importance (1-7)	Satisfaction (1-10)	Comments
Career Future Career Opportunities, Position Based Organization, Meritocracy, Clarity of Roles			
Learning & Development On-the-Job Development Opportunities, Training, Performance Feedback, New Projects			
Organization & Mission Reputation, Mission, Diversity			
People Camaraderie, Coworkers, Managers, Senior Leadership			
Rewards & Recognition Compensation, Health/Wellness/Ancillary Benefits, Retirement Benefits, PTO/Parental Leave, Recognition			
Work The Work Itself, Job Influence, Innovation, Donors, Customers and Vendors			
Work-Life Balance Flexibility, Workload, Travel Demands, Commute			