

PENAGIX

CAREER DISCOVERY TOOLKIT

A practical workbook for understanding yourself, exploring careers and choosing your next step.

How to Use This Toolkit

Career discovery is not about finding one perfect job title as quickly as possible. It is a process of understanding yourself, investigating possibilities, testing assumptions and taking informed next steps.

- Work through the sections in order, or return to the exercise that is most relevant to you.
- Write observations rather than trying to force an answer.
- Use the Penagix Skills Library, Values Library and Career Atlas when you need deeper exploration.
- Keep your shortlist small enough to investigate properly.
- Use the Penagix Assessment when you want personalized insight into your natural gifts.

1. Start With Self-Understanding

Before choosing a career, build a clearer picture of the person who will be doing the work.

The Career Discovery Lenses

Lens	Question to explore
Interests	What am I genuinely curious about?
Natural gifts	What kinds of contribution seem to come naturally to me?
Skills	What can I currently do or demonstrate?
Values	What matters to me in the work I do?
Environment	Where and how do I tend to work best?
Motivation	What kinds of outcomes or activities energize me?
Opportunities	What real-world pathways could I investigate?

My Starting Point

Things I naturally enjoy investigating:

Activities that make me want to keep going:

Things people often ask me to help with:

Problems I enjoy trying to solve:

Things I learn unusually quickly:

Activities I dislike even when I can perform them:

Situations where I feel most useful:

2. Explore Your Curiosity

Interest is a useful starting point, but curiosity becomes more informative when you examine what specifically attracts you.

My Curiosity Map

What interests me	What exactly interests me?	What questions do I have?	What could I explore?

3. Identify Your Natural Strengths

A natural gift is not the same thing as a finished professional skill. A person may naturally notice patterns and still need training to become a strong researcher or analyst. Natural ability can become more useful through development and application.

From Potential to Contribution

NATURAL GIFT → DEVELOPMENT → SKILL → APPLICATION → CONTRIBUTION

Reflection

What do people repeatedly recognize in me?

What kinds of problems do I naturally notice?

What do I tend to do without being told?

When working in a group, what role do I naturally take?

What kind of contribution feels natural to me?

What activities make me feel useful?

4. Discover Your Skills

A skill is something you can develop and apply. Separate what you enjoy from what you can demonstrate.

Interest, Gift, Skill, Knowledge and Experience

Term	Working question
Interest	I enjoy this.
Natural gift	This may come naturally to me.
Skill	I can perform this.
Knowledge	I understand this.

Experience	I have applied this in real situations.
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My Skills Inventory

Thinking	Communication	Creative	Practical	People	Organizational	Digital / Technical

5. Understand Your Values

Values can influence how you evaluate work, environments and decisions. The goal is not to find a 'perfect' value list, but to recognize what matters to you.

What kind of contribution matters to me?

What do I want my work to protect, create or improve?

What kind of environment would conflict with what matters to me?

What would make work feel meaningful?

What would I be unwilling to compromise unnecessarily?

6. Explore Your Preferred Work Environment

A career is not only a job title. The environment in which the work happens can strongly influence whether the experience fits you.

Dimension	I tend to prefer	I struggle with
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Pace		
Structure		
Autonomy		
Collaboration		
Work setting		

7. Turn Self-Knowledge Into Career Exploration

Instead of asking only, 'What career should I choose?', investigate the work itself.

- What does this career actually involve?
- What problems does it solve?
- What skills does it require?
- What knowledge or training does it require?
- What environment is common?
- What responsibilities are typical?
- What parts of the work attract me?
- What parts might challenge me?
- What adjacent careers exist?

Career Exploration Worksheet

Career	What attracts me?	Skills required	Training / education	Work environment	Questions I still have

8. Compare Careers

Do not compare career options only by popularity or salary. Compare the dimensions that matter to your own decision.

Factor	Career A	Career B	Career C
Interest			
Strength alignment			
Skills			
Values			
Environment			
Training required			
Questions remaining			

9. Test Your Assumptions

A career idea can sound attractive from a distance. Investigation helps you distinguish an assumption from evidence.

Question	My notes
What do I think this career is?	
What evidence do I have?	
What don't I know?	
Who could I speak with?	
What real task could I try?	
What course, project or experience could expose me to the work?	

10. Run a Small Career Experiment

You do not need to commit to a career in order to investigate it.

Step	My action
Learn — What can I read, watch or study?	
Observe — Who can I speak with?	
Practice — What small task can I attempt?	
Reflect — What did I enjoy or dislike?	
Evaluate — What challenged me?	
Decide — Do I want to investigate further?	

11. Build Your Career Shortlist

Create a shortlist of about 3–5 career directions. A shortlist is not a final decision; it is a set of possibilities worth investigating.

Career direction	Why am I considering it?	Evidence	What I need to learn	My next investigation

12. Create Your 30-Day Exploration Plan

Week	Focus	Actions	Evidence / reflection
Week 1	Self-understanding	Complete reflections, skills inventory, values and environment exercises.	
Week 2	Career research	Investigate 3–5 careers and record what you learn.	
Week 3	Career experiments	Try small practical activities or conversations.	
Week 4	Review	Identify patterns, unanswered questions	

		and next actions.	
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13. Final Reflection

I seem naturally drawn toward...

I seem strongest when...

I want to develop...

I care about...

I work best when...

Careers I want to investigate further...

Questions I still need to answer...

My next action is...

Go Beyond General Career Exploration

This toolkit helps you explore. Penagix can take the next step by helping you understand your natural gifts and how they can inform your skills, career direction and development.

DISCOVER YOUR NATURAL GIFTS

Continue Exploring With Penagix

Explore	Why it matters
Skills Library	Explore skills and how they can be developed and applied.
Values Library	Reflect on the principles and priorities that matter to you.
Career Atlas	Investigate real career directions and the work connected to them.
Penagix Assessment	Move from general exploration toward personalized insight.

For Educators, Mentors and Youth Programs

This workbook can support structured career conversations, classroom activities, mentoring sessions and youth-development programs. It is designed to encourage exploration rather than make the decision for a student.

For more resources, visit: penagix.com/resources/