

# What Really Matters for Young Professionals Checklist



**Tick the box if the statement applies to you.**

- I have recorded a current story for each of the ten core employability skills
- I have identified my core personal values and am clear about how I display them when at work
- I have clear examples of how I have used my organisation's values to guide my work
- I understand how my thinking affects what I see and how I behave at work
- I have a clear approach to leadership that I have adopted and use whenever opportunities arise
- I have an approach that I use to develop groundrules for the teams in which I work
- I treat my organisation's community spaces with respect at all times
- I understand 'Systems Thinking' and apply it in my role
- I understand how 'Structure Drives Behaviour' and have modified structures to create the behaviours that I desire
- I have a structured process that I use to slow myself down from 'jumping to conclusions'
- I know how to use multiple communication channels to communicate important messages effectively
- I have current mentors whose wisdom I regularly access
- I have a deliberate approach to service excellence that informs my work
- I understand 'Servant Leadership' and practice it every day
- I have a structured approach to my time management practices

## **Organisations That Matter®**

Organisations That Matter Pty Ltd ABN 66 774 582 148 Level 8, 350 Collins Street Melbourne VIC 3000 AUSTRALIA

Phone: +61 3 8676 0637 Fax: +61 3 9562 7560 Web: [www.orgsthatmatter.com](http://www.orgsthatmatter.com) Email: [info@orgsthatmatter.com](mailto:info@orgsthatmatter.com)

# What Really Matters for Young Professionals Checklist



## Results

Add up your ticks. See below for your results.

Score	Interpretation
0 - 5	<p>At this point in time you have a low understanding of your employability skills. You are also unable to leverage your experience to ensure that you create opportunities for yourself.</p> <p>What to do now? Read this book and put into practice the <i>What to do now</i> sections at the end of each chapter. This will enable you to quickly enhance your understanding of employability skills and will enhance your capacity to accelerate your career.</p>
6 - 10	<p>At this point in time you have a moderate understanding of your employability skills. You have some capacity to leverage your experience, but you are not leveraging it to your full capacity.</p> <p>What to do now? Read this ebook starting with the chapters that address your employability skills gaps. Commence practicing the steps in the <i>What to do now</i> sections and you will quickly enhance your capacity to accelerate your career.</p>
11 - 15	<p>At this point in time you have a well developed understanding of your employability skills. You have a high level of capacity to leverage your experience and you are seeking to 'go to the next level' in your career.</p> <p>What to do now? Read this ebook focussing on the practices that you have not yet fully mastered. Commence practicing the steps in the <i>What to do now</i> sections and you will quickly enhance your capacity to accelerate your career.</p>

### Organisations That Matter®

Organisations That Matter Pty Ltd ABN 66 774 582 148 Level 8, 350 Collins Street Melbourne VIC 3000 AUSTRALIA

Phone: +61 3 8676 0637 Fax: +61 3 9562 7560 Web: [www.orgsthatmatter.com](http://www.orgsthatmatter.com) Email: [info@orgsthatmatter.com](mailto:info@orgsthatmatter.com)