

Self-Analysis

The self-analysis will help you discover patterns and themes in your life and distinguish talents, gifts and qualities.

The aims to bring more awareness into your life story, what your qualities are, where you are now and where you want to go.

The more you invest in your self-analysis, the more insights it will bring you. However, the process of reflecting is more important than the process of writing.

It doesn't have to be perfect.

The self-analysis consists of the following parts:

PERSONAL DETAILS - Date of birth and current age.

What is your 'marital status'?

How many children do you have? What is the age of the children?

What is the profession of your partner?

Do you follow a certain faith or a 'philosophy of life'?

What "basic" income do you need to be able to live?

What newspapers/magazines do you read?

How do you spend your free/spare time? What would you like to be doing in your spare time?

Are you participating in any sports activity? If so, wherein lies your strength?

EDUCATION - What formal education did you receive after elementary school?

What certificates did you obtain?

Please mention all the relevant dates of your training.

What courses did you follow and with what result?

Which of these courses did you follow on your own initiative and which on the initiative of your company?

Did you do any private study?

Which parts or assignments from these courses especially appealed to you?

What foreign languages do you speak, read and/or write, and how well?

What do you want to learn/ train in the nearby future?

CAREER REVIEW - Describe each job or every substantial project. Start with your present activities and 'work your way back' to your first job or project.

Company name, period and your function: ...

The reason why you accepted the job, your expectations, hopes & reasons why you left.

Your tasks, competencies and responsibilities: ...

The relation with your 'boss', colleagues and subordinates; if any: clients, etc.

Which were, in your opinion, your main contributions in this function? Were these demanded? What did you like in the job? What were the results? How did you arrive at these results?

The number of people reporting to you, the size of the organisation, the department, the region, the product or the service, the kind of clients and the budgets you were responsible for.

Monthly salary, Holiday pay & Number of holidays (paid)

Profit share, thirteenth month, bonus or other fixed income

Pension (please detail arrangements)

Health insurance (please detail arrangements)

Expenses (what expenses are/were paid for?)

Any other benefits

JOB SATISFACTION - Which of the jobs or projects have given you the most satisfaction? What aspects did you like most and least about them?

MEMBERSHIPS - Are you or were you a member of any professional, commercial, national, social, cultural, religious, spiritual associations or sport clubs?

During what period were you a member and what functions did you perform? What was your contribution?

BIOGRAPHY - What is your life experiences? In other words, **what makes you unique?** Think about the parental environment; family relations; friends (male and female) in different periods; studies; hobby's; sport etc. **To what extent have you been influenced both positively and negatively by specific ideas and opinions? To what extent your present ideas are similar to those of your parents, your environment, work place, friends?**

How do you relate to people and things from childhood up to now, how you relate to life in general, what was characteristic for you in the past and nowadays.

FACTORS THAT HAVE INFLUENCED YOUR LIFE - a. Positive feedback/criticism - appreciation that others have given you or that you can give yourself. This feedback can relate to your thinking and functioning, but also to your behaviour, attitude or character. What have you done with this positive feedback?

b. Negative criticism - all aspects of criticism/ feedback that you received from others direct or indirect and that you can give yourself. This feedback can relate to your thinking and functioning, but also to your behaviour, attitude or character.

Do you (still) agree with it and what have you done with it?

c. Stimulating factors - all those that in your opinion and experience worked for you in your work or in your personal life? Mention especially those factors you would like to strengthen. Did you try to strengthen them through the years? To what extent did you succeed?

d. Restraining factors – those in your opinion and experience that have worked against you in your work or in your personal life? Mention especially those factors you would like to change. Did you try to change them through the years and to what extent did you succeed?

ACHIEVEMENTS - What do you think you have done well in your life and you are proud of yourself?

It can also be something which is not a success as such, but something of extraordinary joy or satisfaction. It can also be something you took for granted, but your surroundings defined as a great achievement.

Describe about ten achievements with details through different phases of your life, so to speak from your first memory till the last work-related achievement. Ensure you mention at least one achievement every seven years.

Try to sum up the description of each achievement in an image, so mention how old you were, what role you were playing, how you experienced that role at the moment itself and why that particular achievement was so important to you.

Give a title to each achievement.

Last but not least: Arrange the achievements in order of importance and number them.

Your choice of work environment - **What kind of work** you would like to do. Try to brainstorm with no limits and think of anything, even if you were not trained to do it. Write down the **tasks, responsibilities, duties, surroundings, style, atmosphere, relationships, culture**, in other words describe your ideal job.

FINAL GOAL - Where do you want to see yourself in 5 and in 10 years?

OTHERS OPINIONS - These questions are for your closest ones:

- * What, according to you, are your friend/partner best gifts and qualities?
- * In what is your partner most interested and what motivates him/her most?
- * What does your partner strive to? What is your attitude towards these goals?
- * Is there anything that works against your partner/friend?
- * How others could best assist your partner/friend?
- * How do you feel about moving, should that be necessary for a new job?
- * How flexible are you when it comes to the income your partner might earn in a new position (more or less). What would it mean to you?