

WORKBOOK

Your Guide to a CAREER CHANGE

A free resource by Jelena Rajković - Career Change Mentor & Coach

INTRODUCTION

This workbook is here to help you understand yourself, your values and your wishes, and to assess how ready you are for the next step in your career.

The questions are designed to guide you through an introspective process - your answers are the first step towards a clearer direction and a confident decision.

WELCOME

I am glad you are here! If you have this workbook, it means you are ready to explore a new phase of your journey and think about a career change.

Perhaps you have felt for some time that your current job is not what you want for yourself. Maybe you are tired of the routine, your salary or environment no longer motivates you, or you simply know that you can and want more. That is why we met at the career webinar - you sensed that it was time for a change.

This workbook is your first step in that direction. It is here to help you reconnect with yourself, recognise your values and slowly begin exploring the direction you want to take.

I hope you enjoyed the webinar and that it inspired you. Now I invite you to let yourself write, reflect and dream through these pages - every major change begins with a small step, and you have already taken one.

Jelena Rajković

It may help to know who is behind this workbook.

I am Jelena, a career mentor and coach for personal goals. I am a biologist by training, and my professional path has been neither straight nor easy. I worked in the non-governmental sector as a project manager, and today I am an agile coach in a bank.

Before reaching this point, I made a major career transition - from biology into IT. The process lasted almost three years and was full of ups, downs, learning and questioning. Today I can clearly say that I know where my career is going. I love IT, working with people and developing skills, but above all I love inspiring and motivating others to find their path. I know how difficult it is to feel you have few options or are stuck in a job that brings neither financial security nor personal fulfilment. I want to share what I have learned, show you that change is possible and encourage you to create a life on your own terms.

I am naturally an introvert, but career transition taught me to step outside my comfort zone and open up to people. Today, I can say I am just as grateful for that change. I love dancing salsa, training (I also worked as a Pilates instructor for three years), dogs, and I believe in freedom and energetic connection between people. If I managed to step into a completely new life, I believe you can too.

Our values are an inner compass

They show us what truly matters and the direction we want to take. When we work in alignment with them, we feel meaning and ease. When we ignore them, dissatisfaction appears.

EXERCISE

Choose 5 values that are most important to you right now (for example: freedom, security, family, growth, learning, creativity, contribution, balance, adventure, respect, love, independence, success...).

Write: How well do your job and daily life align with these values? Where do you see room for better alignment?

Which three things would you never sacrifice for work?

When was the last time you felt truly proud of yourself? What does that tell you about your values?

Back to childhood

What did you most enjoy playing when you were a child?

What did that game give you then (freedom, imagination, exploration, competition...)?

Do you see a connection with what you enjoy today?

Natural strengths:

What comes easily, quickly and with pleasure?

Which tasks or topics absorb you so much that you lose track of time?

What makes your heart beat faster?

Reflection

On a scale from 1 to 10, how ready do you feel for change?

What is holding me back the most right now? (fear, finances, lack of knowledge, other people...)

Mini-plan: What is the first small step I can take to move past it?

Working with people or independently?

Do you prefer to work independently or with people, such as colleagues or clients?

What kind of work environment suits you best?

Vision of the future

Imagine that 10 years have passed and everything turned out as well as possible. Where are you? What are you doing? Who is around you? What does your typical day look like? Which small and big dreams have you fulfilled?

Write freely - let your imagination run wild.

Your current job:

What do you like most about your current job?

Which skills have you gained there and can transfer to your next job?

What comes naturally and easily in this job?

Which tasks do you look forward to, and which do you postpone or find stressful?

Your career change

What kind of career change are you looking for? (a new field, growth within your current field, freelancing, your own business...)

What are your main reasons for changing?

If you made a decision based on your values rather than your fears, what would your next step be?

Your life aspirations:

What do you aspire to most in life (freedom, security, learning, balance, leaving a mark...)?

How do you imagine your career could support that?

YOUR NEXT STEP

If this workbook helped you reflect and feel that it is time for a change, I invite you to continue this journey together through my Career Mentoring Programme.

In the programme, we will:

- Work one-to-one, fully tailored to your situation
- Clearly define career goals and direction
- Discover the jobs and roles that suit you best
- Design an effective job-search strategy
- Optimise your CV and LinkedIn profile
- Prepare you for interviews and networking, even if you are an introvert
- Work on your mindset for change, because career transition is personal as well as professional

You can write to me directly at jelena.rajkovic.coach@gmail.com or apply through the application form.

FOR YOUR JOURNEY AHEAD...

Motivation is not always there when we need it most. It is not realistic to expect ourselves to be full of energy and enthusiasm every day. What guides us forward is a clear goal and a picture of the life we want to live.

A vision carried me through my hardest moments: the kind of people I wanted around me, how I wanted to feel, and how much freedom to choose my path meant to me.

There were difficult days too. I learned that even then you can find strength in small things that restore your energy: a loved one's smile, a short walk, calming music or a good book. Small things often remind us that we have not stopped - we have only slowed down.

A little every day - one new habit, one small step, one "today I will try again". When gathered together, those small steps lead to major change.

If you feel the moment for your next step has come and you want support and a clear structure to move through change more easily and quickly, my Career Mentoring Programme is here for you. One decision today may be exactly what opens the door to the change you want.

THANK YOU FOR YOUR TIME AND ATTENTION!

If this workbook was useful to you, I look forward to staying in touch. On social media I share ideas, stories and tools for everyone who wants change in their career and life.

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