



EduQuencher

HER NEXT

CAREER MOBILITY TOOLKIT

Reenter. Reposition. Advance.

Your career may have paused.
Your priorities may have changed.
The workplace may be changing faster than ever.

**But your experience still matters—
and your next move can be intentional.**

A practical career-mobility toolkit
for women navigating:



Career
Reentry



Advancement



Career
Change



AI
Readiness



Professional
Growth



Economic
Mobility

*What
Comes Next*
**IS YOURS
TO BUILD.**

TOOLS. STRATEGIES. REFLECTION. REAL-WORLD PRACTICE.

ONE CLEAR PATH FORWARD.

LEARN
GROW
ACHIEVE

BRIGHTER
OPPORTUNITIES
FOR A STRONGER
TOMORROW

OPPORTUNITY
SKILLS
CONFIDENCE
CAREERS
STRONGER
WOMEN
BRIGHTER
TOMORROWS





BRIGHTER
OPPORTUNITIES
FOR A STRONGER
TOMORROW

Welcome to **HER NEXT** CAREER MOBILITY TOOLKIT *Reenter. Reposition. Advance.*

*A
Brighter
Next
Is Possible*

You are not starting over. You are moving forward.

Life happens. Careers pause. Priorities change. Opportunities shift. Sometimes you step away to care for others. Sometimes the job you had no longer exists. Sometimes you feel ready for more but aren't sure how to get there. Whatever brought you here—this moment is not the end of your story.

HER NEXT was created for women like you—women who are ready to take the next step, whether that means reentering the workforce, pursuing a promotion, changing careers, rebuilding after a disruption, or creating something new. This toolkit is here to help you turn your experience, your skills and your goals into real opportunities.

Your experience did not disappear because your career changed, paused or took a different route. The next step is learning how to translate what you already know, build what you now need, and move forward intentionally.

— HER NEXT

Inside these pages, you'll find practical tools, real-world strategies, reflection exercises and ready-to-use resources to help you build a clear, confident path forward. You'll also discover how to use AI as a tool to expand your opportunities, strengthen your professional presence, and prepare for what's next.

THIS TOOLKIT SUPPORTS FIVE PATHWAYS:



Reenter
RETURN WITH
CONFIDENCE



Advance
MOVE INTO
MORE



Pivot
EXPLORE
NEW POSSIBILITIES



Rebuild
TURN CHALLENGES
INTO OPPORTUNITY



Create
BRING YOUR
IDEAS TO LIFE

No matter your path, you belong here.

Let's take the next step—together.

What comes next
IS YOURS TO BUILD.



YOU HAVE
A PURPOSE.



YOU HAVE
VALUABLE
EXPERIENCE.



YOU HAVE
OPTIONS.



YOU ARE
NOT ALONE.



A BRIGHTER
NEXT IS
POSSIBLE.



How to Use This Toolkit

Your Journey. Your Pace. Your Next.

This toolkit is for you.

Whether you are reentering the workforce, seeking advancement, changing directions, rebuilding after a disruption, or creating something new, HER NEXT is designed to meet you where you are and help you move forward with clarity, confidence and practical steps.

You can work through this toolkit from beginning to end, or you can jump to the sections that are most relevant to your current goals. Each section includes insights, real-world strategies and interactive tools to help you turn your experience, skills and aspirations into meaningful opportunities.

There is no one right path.

There is only your next step—and this toolkit is here to help you take it with confidence.

Five Pathways. One Purpose.

HER NEXT supports five career-mobility pathways. You may focus on one or explore more than one—there is no wrong place to start.



Reenter

Return to the workforce with confidence



Advance

Move into more opportunity, responsibility and income



Pivot

Explore new possibilities and industries



Rebuild

Turn challenges into opportunity after a layoff or life transition



Create

Bring your ideas to life through entrepreneurship, freelancing or a portfolio career

What You'll Find Inside

Each section of this toolkit includes a mix of:



insights and guidance



practical tools and templates



real-world examples



reflection exercises



action steps you can use now

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.



“You don’t have to have it all figured out to move forward. You just have to be willing to take the next step.”

A BRIGHTER
NEXT IS POSSIBLE.





What Does Career Mobility Mean?

More than a job. A future with options.

Career mobility is the ability to move forward in your professional life—whether that means reentering the workforce, advancing in your current field, changing directions, rebuilding after a disruption, or creating something new. It's about gaining the skills, confidence, opportunities and support you need to design a career that fits your life and goals.

Career mobility isn't just about where you work—it's about the life you're building.

"Career mobility is not about finding a new version of yourself. It's about unlocking more of who you are."

Career Mobility Can Look Different for Every Woman

There is no single path. Career mobility can include:



Reentry

Returning to the workforce after a pause



Advancement

Moving into greater responsibility, leadership or higher pay



Career Change

Transitioning to a new role, industry or field of interest



Rebuild

Getting back on track after a layoff, disruption or major life change



Create

Pursuing entrepreneurship, freelancing or a portfolio career



Skill Growth

Building new skills to play relevant in a changing workplace



Economic Mobility

Increasing financial stability and long-term opportunities



Greater Choice

Designing a career that aligns with your values, priorities and the life you want

Career Mobility Is About More Than Employment

- ✓ Financial stability
- ✓ Personal fulfillment
- ✓ Flexibility and well-being
- ✓ Leadership and influence
- ✓ Using your God-given talents
- ✓ Making a meaningful impact
- ✓ Creating opportunities for yourself and others

A brighter tomorrow is possible.

Why It Matters

When women have greater career mobility, families are stronger, workplaces are more innovative, communities are more resilient and our economy is more equitable. Investing in your next step doesn't just change your future—it creates a ripple effect for everyone around you.

**Your next step matters.
And it matters beyond you.**

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.



Career Mobility Snapshot

PART 1 OF 2

*Take an honest look. It's not about where you've been—
it's about where you're going.*

This short self-assessment will help you identify your current strengths, areas for growth and opportunities to focus on as you move toward your next step. There are no right or wrong answers—just honest reflection.

RATE YOURSELF

How would you describe your current level in each area?

1
Just
Starting

2
Some
Progress

3
Moderate
Confidence

4
Strong

5
Very
Strong



1. Career Clarity

I have a clear understanding of what I want next in my career.

☐☐☐☐☐

2. Confidence

I feel confident in my ability to take the next step.

☐☐☐☐☐

3. Skills & Experience

I can clearly identify and articulate my transferable skills and experience.

☐☐☐☐☐

4. Professional Positioning

My résumé, LinkedIn profile and online presence effectively showcase my value.

☐☐☐☐☐

5. AI Readiness

I feel comfortable using AI tools to support my job search, learning and productivity.

☐☐☐☐☐

6. Interview Readiness

I feel prepared to confidently answer interview questions and tell my story.

☐☐☐☐☐

*Progress begins
with self-awareness.*

You can't chart a new path if you don't know where you are today.

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.



"This is not a test. It's a tool for your next opportunity."

REMEMBER:

- ✓ You are not behind.
- ✓ Your experience matters.
- ✓ Growth is a process, not a deadline.
- ✓ Every step forward counts.
- ✓ You get to define what's next.



MORE
THAN A JOB.
A BRIGHTER
TOMORROW.



Career Mobility Snapshot

PART 2 OF 2

Build on your strengths. Identify what's next.

This second part of the self-assessment will help you look at additional areas that impact your career mobility. Use the same 1–5 scale, and be honest with yourself. Your results will help you identify key focus areas and guide your next steps.

RATE YOURSELF (CONTINUED)

How would you describe your current level in each area?

1

Just Starting

2

Some Progress

3

Moderate Confidence

4

Strong

5

Very Strong



7. Networking

I have a supportive professional network and know how to grow it.

☐☐☐☐☐

8. Career Opportunities

I actively explore and identify opportunities that align with my goals.

☐☐☐☐☐

9. Financial Readiness

I have a clear understanding of my financial needs and how my next step supports my financial goals.

☐☐☐☐☐

10. Work-Life Alignment

I am clear about the flexibility and lifestyle I need and seek opportunities that support it.

☐☐☐☐☐

11. Career Direction

I feel confident about the direction I want my career to take.

☐☐☐☐☐

12. 90-Day Readiness

I am ready to take intentional action in the next 90 days.

☐☐☐☐☐

YOUR SNAPSHOT RESULTS

Look back at your ratings. What patterns do you see?

- What are your top strengths?
- What are your biggest opportunities for growth?
- How can you use this insight to create your 90-day plan?

You are closer than you think.

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.

“Awareness today creates momentum tomorrow.”

YOUR REFLECTION

What are 2–3 areas where you feel strongest?

1

2

3

What are 2–3 areas you want to strengthen?

1

2

3



CLARITY
FUELS ACTION.
ACTION CREATES
OPPORTUNITY.



Choose Your HER NEXT Path

Different journeys. A brighter tomorrow.

*Your next
chapter is waiting.*

There is no one “right” path. Your next step depends on your goals, your current season and what you want your future to look like. Use the pathways below to identify the path or paths that best fit you right now. You can focus on one or explore more than one—many women do!



Reenter

Return to the workforce with confidence.

- Rebuild your professional presence
- Translate your experience
- Gain confidence and current skills
- Explore flexible options



Advance

Move into more opportunity, responsibility and income.

- Position yourself for promotion
- Strengthen leadership skills
- Increase your earning potential
- Expand your influence



Pivot

Explore new possibilities and industries.

- Leverage your transferable skills
- Explore careers that align with your interests
- Build new skills and credentials
- Navigate a purposeful transition



Rebuild

Turn challenges into opportunity after a layoff or life transition.

- Regain stability and confidence
- Update your skills and strategy
- Strengthen your network
- Take intentional steps forward



Create

Bring your ideas to life through entrepreneurship, freelancing or a portfolio career.

- Explore self-employment options
- Build your brand
- Develop a business or service idea
- Create a career on your terms

“You are not starting over. You are starting wiser.”

- | SAME PURPOSE.
- | NEW PATH.
- | BRIGHTER TOMORROWS.

Which Path Fits You Right Now?

Check the path or paths that resonate most with you today.

☐ Reenter ☐ Advance ☐ Pivot ☐ Rebuild ☐ Create ☐ I'm not sure yet

My Primary Path Right Now: _____

My Secondary Path (optional): _____

A Few Questions to Guide Your Choice

- 1 What do I want more of in my next season?
- 2 What are my biggest strengths right now?
- 3 What opportunities excite me?
- 4 What kind of impact do I want to make?
- 5 What would success look like for me in the next 1–3 years?

*Trust the direction
that gives you energy.*

*No matter the path,
you belong here.*

HER NEXT is here to help you turn your experience, skills and aspirations into meaningful opportunities.

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.



Define What "Next" Means to You

Your next chapter. Your definition. Your terms.

Career mobility looks different for every woman. Before you set goals, it's important to get clear on what you want, what you need and what matters most to you right now. Use the prompts below to reflect on your vision for what's next.



What I Want More Of

What do you want to experience, create or achieve in your next chapter?



What I Want Less Of

What do you want to release, reduce or no longer accept?



What Matters Most Now

What are your top 3–5 priorities in this season of your life?



What Success Looks Like

How will you know you're making progress? What does success look and feel like for you?



What I Bring to the Next Chapter

What are your unique strengths, experiences, talents and perspective?



What I'm Ready For

What new opportunities, roles, skills or industries are you open to exploring?

*Different
Season
Same
Purpose*

**"Clarity
turns uncertainty
into opportunity."**

REFLECTION CHECKLIST

Have you considered:

- ☐ My values and non-negotiables
- ☐ The lifestyle I want
- ☐ The impact I want to make
- ☐ My financial goals
- ☐ My flexibility needs
- ☐ The kind of work that energizes me
- ☐ The environments where I thrive
- ☐ The skills I want to develop
- ☐ The support I need to get there

*Your next
deserves intention.*

*You get to choose
what's next.*

This is your life, your career and your future.
Be intentional, be bold and believe
that what's next can be even better.

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.



Your Experience Still Counts

Different paths. Same value.

No matter where you've been, what you've done still matters. Every season of your life—work, caregiving, education, volunteering or personal growth—has given you skills, perspective and strengths that are valuable in today's workforce.

“A pause is not a period. It's a comma—
not the end of your story, but a breath before your next chapter.”

YOUR
STORY
STILL
MATTERS.

Experience
builds
perspective.
Perspective
builds
possibility.

Common Career Journeys. Real Value.

Where do you see yourself? Check the experiences that are part of your story. Then reflect on the skills they helped you develop.

- ☐ Career Pause
(e.g., caregiving, health, personal reasons)
- ☐ Layoff or Job Transition
- ☐ Part-Time or Flexible Work
- ☐ Freelancing or Contract Work
- ☐ Raising Children or Caring for Family
- ☐ Volunteering or Community Leadership
- ☐ Returning to School or Earning a Credential
- ☐ Changing Careers or Industries
- ☐ Starting or Growing a Business
- ☐ Other: _____

Reflection

For each experience you checked, what did you learn? What skills did you build? How did it make you stronger?

*Every experience
equips you for what's next.*

“Your journey
is not a detour.
It's preparation.”

THINK ABOUT IT



What challenges
have you overcome?



Who have you
helped along the way?



What new perspective
do you bring?



How has your
journey made you
a stronger professional?



What are you most
proud of?



There is no expiration date on your potential.
You bring value, and the right opportunity
will recognize it.

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.



Discover Your Strengths

Your strengths are the foundation for what's next.

When you understand and leverage your strengths, you can move forward with confidence, make intentional choices and position yourself for opportunities that align with who you are and what you do best.

EXPLORE YOUR STRENGTHS

Check the strengths that describe you. You can choose as many as apply.

- | | | |
|--|--|---|
| ☐ Leadership | ☐ Teaching or Mentoring | ☐ Time Management |
| ☐ Communication | ☐ Collaboration | ☐ Emotional Intelligence |
| ☐ Problem-Solving | ☐ Project Management | ☐ Big-Picture Thinking |
| ☐ Organization | ☐ Attention to Detail | ☐ Initiative |
| ☐ Creativity | ☐ Innovation | ☐ Conflict Resolution |
| ☐ Adaptability | ☐ Resilience | ☐ Dependability |
| ☐ Analytical Thinking | ☐ Decision-Making | ☐ Entrepreneurship |
| ☐ Relationship Building | ☐ Flexibility | ☐ Visionary Thinking |
| ☐ Empathy | ☐ Cultural Awareness | ☐ Encouraging Others |
| ☐ Strategic Thinking | ☐ Technical Skills | ☐ Other: _____ |

GO DEEPER

Choose 3–5 of your top strengths and reflect on the prompts below.

- 1 How have these strengths shown up in your past experiences?

- 2 How do these strengths create value in your work or community?

- 3 Which strengths do you want to use more in your next chapter?

- 4 How can you continue to grow and strengthen these areas?



Clarity about your strengths today creates momentum for tomorrow.

Reenter. Reposition. Advance.

WHAT COMES NEXT IS YOURS TO BUILD.



“Your strengths are not just what you can do—they are what make you, you.”

REMEMBER:



Your strengths create value.



Your strengths open doors.



Your strengths inspire others.



Your strengths evolve with you.

More of you changes everything.



Overcome What Holds You Back

Awareness creates freedom.

Everyone faces obstacles. The good news? When you recognize what's holding you back, you can address it, find solutions and move forward with confidence.

COMMON BARRIERS

Check the barriers that feel familiar to you. (You're not alone!)

- | | |
|--|---|
| ☐ Lack of confidence | ☐ Unclear next steps |
| ☐ Fear of change or failure | ☐ Overwhelm or too many options |
| ☐ Limited time | ☐ Workplace barriers (bias, culture, etc.) |
| ☐ Financial constraints | ☐ Lack of mentorship or support |
| ☐ Caregiving or family responsibilities | ☐ Past negative experiences |
| ☐ Lack of access to opportunities | ☐ Health or wellness challenges |
| ☐ Not feeling "qualified enough" | ☐ Geographic limitations |
| ☐ Imposter syndrome | ☐ Self-doubt |
| ☐ Limited network or connections | ☐ Other: _____ |

TAKE A CLOSER LOOK

Choose one barrier you checked and reflect on the questions below.

- 1 What is the real reason this is a challenge for me?

- 2 How has this barrier impacted my goals or opportunities?

- 3 What can I do to reduce or remove this barrier?

- 4 Who can support me in overcoming this? (e.g., mentor, friend, coach, resource)

Obstacles are not stop signs. They are setup for a stronger comeback.



"What's been holding you back doesn't have to hold you down."

MINDSET SHIFTS

Replace limiting beliefs with empowering truths.

- | | | |
|----------------------------|---|--|
| "I can't do this." | → | "I can learn and grow." |
| "It's too late." | → | "It's the right time for me." |
| "I'm not qualified." | → | "I have valuable skills and experience." |
| "What if I fail?" | → | "What if I succeed?" |
| "I have to do this alone." | → | "I can seek support and build my team." |



Obstacles don't define you. Your response does.

You are stronger than you think, more resilient than you know, and capable of more than you imagine.

Awareness. Action. A Brighter Tomorrow.
YOU'VE GOT THIS.



Build Your Personal Brand

Show up with purpose. Open new doors.

Your personal brand is the unique combination of your skills, experiences, values and perspectives. It's how you show up, how others see you, and what you're known for. A clear and authentic personal brand helps you stand out and create new opportunities.

THE BUILDING BLOCKS

A strong personal brand is built on five key elements.



Your Story

The experiences that shaped you and what drives you.



Your Strengths

What you do well and the value you bring.



Your Values

What matters most to you and guides your choices.



Your Audience

Who you want to reach (employers, colleagues, networks, communities).



Your Message

How you clearly and consistently communicate your value.

REFLECT AND DEFINE

Use the prompts below to clarify your personal brand.

- 1 What are three words that describe you?

- 2 What are you most proud of (personally and professionally)?

- 3 What value do you want to be known for?

- 4 Who is your target audience and what do you want them to know about you?

- 5 How do you want to make an impact in your next chapter?



You are the opportunity.

A clear personal brand doesn't just open doors—it creates them.

Be Known. Be You. Be Next.

YOUR STORY CAN CHANGE WHAT'S NEXT.



YOUR STORY
YOUR VALUE
YOUR NEXT OPPORTUNITY

"Your story is your strength when you own it."

TIPS FOR A STRONGER PERSONAL BRAND



Be authentic.
Let your true self shine.



Tell your story with confidence.
Focus on growth, not perfection.



Show up consistently.
In person and online.



Highlight your impact.
Use real examples.



Stay aligned with your values.
They are your foundation.



Invest in your growth.
Keep learning and evolving.



Build Your Network

People open doors.

Your network is more than a list of contacts—it's a community of people who inform, encourage, support and create opportunities. Invest in genuine relationships, and be open to both giving and receiving support.



YOUR CURRENT NETWORK

Take inventory of the people in your life today.

- | | |
|---|---|
| ☐ Family | ☐ Mentors or coaches |
| ☐ Friends | ☐ Community or faith-based connections |
| ☐ Colleagues | ☐ Industry contacts |
| ☐ Former classmates | ☐ Online connections (LinkedIn, etc.) |
| ☐ Current employer connections | ☐ Other: _____ |
| ☐ Professional organizations | ☐ Other: _____ |



NETWORKING GOALS

What do you want to achieve through networking in your next chapter?

1. _____
2. _____
3. _____



ACTIONS TO TAKE

Choose 2–3 actions you can take in the next 30–90 days.

- ☐ Reconnect with someone from my past
- ☐ Join a professional organization or group
- ☐ Attend a networking event (in person or virtual)
- ☐ Reach out to a mentor
- ☐ Offer to help or support someone else
- ☐ Be more active on LinkedIn or other professional platforms
- ☐ Other: _____



HOW I WILL SHOW UP

I will be intentional about how I build and nurture relationships.

- | | |
|--|---|
| ☐ Be genuine and authentic | ☐ Look for ways to add value |
| ☐ Listen more than I talk | ☐ Be open to new and diverse connections |
| ☐ Follow up and stay in touch | ☐ Celebrate and support others' success |
| | ☐ Other: _____ |

“Your network is your net worth in opportunities.”

NETWORKING TIPS



Start with people you know.



Be curious—ask questions and listen.



Look for ways to add value.



Stay in touch regularly.



Follow up after every conversation.



Be open to unexpected connections.

Real Connections Create Real Change.



Surround yourself with people who see your potential and remind you of it when you forget.

Together, we go further.

Connection. Opportunity. What's Next?

BUILD RELATIONSHIPS THAT MOVE YOU FORWARD.



Overcome Obstacles

*Challenges are part of the journey—
they don't define the destination.*

Every career journey has bumps in the road. What matters most is how you respond. Use this page to identify potential barriers, reframe limiting beliefs, and create strategies to move forward with resilience and confidence.



IDENTIFY YOUR OBSTACLES

What challenges might you face on your next step? (Check all that apply or add your own.)

- | | |
|--|---|
| ☐ Lack of time | ☐ Lack of experience |
| ☐ Financial constraints | ☐ Unclear next steps |
| ☐ Limited access to opportunities | ☐ Limited professional network |
| ☐ Lack of confidence | ☐ Internal self-doubt |
| ☐ Balancing work and family | ☐ Other: _____ |
| ☐ Fear of change | ☐ Other: _____ |



REFRAME YOUR THINKING

Turn challenges into opportunities by shifting your perspective.

CHALLENGE / LIMITING BELIEF
(e.g., I don't have enough experience.)

_____ →

_____ →

_____ →

_____ →

EMPOWERING PERSPECTIVE
(e.g., I can gain experience through learning, mentorship, and taking action.)



STRATEGIES FOR SUCCESS

How will you overcome these challenges? List specific actions you can take.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

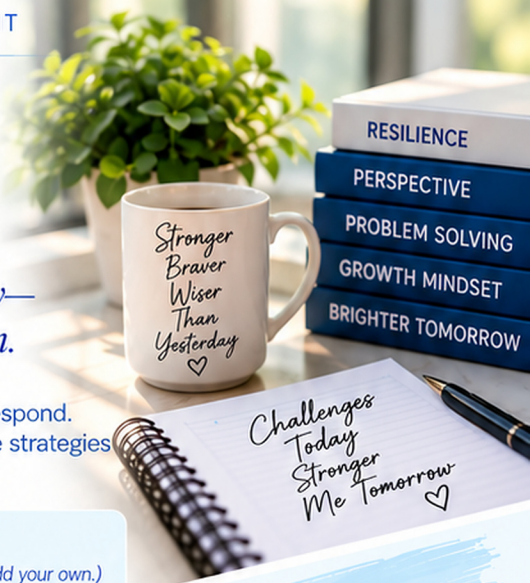


Resilience Fuels Progress.

Every challenge you face today is building the stronger, more capable you. _____

Challenges Are Temporary. Purpose Is Permanent.

KEEP GOING. YOU'RE CLOSER THAN YOU THINK.



*"A setback
is a setup for a
stronger comeback."*

TIPS TO STAY MOVING FORWARD



Focus on what you can control.



Be kind to yourself.



Seek support and mentorship.



Learn from setbacks.



Take small, consistent steps.



Celebrate progress, no matter how small.

*You Are Stronger
Than You Think.*



Build Your Support Network

Stronger together. Further faster.

You don't have to do this alone. A strong support network can encourage you, open doors, and help you navigate challenges. Use this page to identify and grow your circle of support.



PEOPLE IN MY CIRCLE

Identify people who can support you in different ways.

Personal Support

Family and friends who encourage you.

- 1 _____
- 2 _____
- 3 _____

Professional Support

Colleagues, mentors or leaders.

- 1 _____
- 2 _____
- 3 _____

Learning Support

Teachers, coaches or subject experts.

- 1 _____
- 2 _____
- 3 _____

Opportunity Support

People who can open doors or make connections.

- 1 _____
- 2 _____
- 3 _____



HOW THEY CAN HELP

List specific ways each person can support your next chapter.

Encourage Me

- 1 _____
- 2 _____
- 3 _____

Share Knowledge

- 1 _____
- 2 _____
- 3 _____

Provide Opportunities

- 1 _____
- 2 _____
- 3 _____

Hold Me Accountable

- 1 _____
- 2 _____
- 3 _____



EXPAND MY NETWORK

Take intentional steps to meet new people and build meaningful connections.

- ☐ Attend networking events or industry conferences
- ☐ Join professional organizations or online communities
- ☐ Reconnect with past colleagues, teachers or classmates
- ☐ Be open to informational interviews
- ☐ Volunteer or get involved in community initiatives
- ☐ Other: _____

“Your network is your net worth—in opportunities, encouragement and growth.”

NETWORKING TIPS



Be authentic and genuine.



Listen more than you talk.



Look for ways to add value.



Stay in touch and nurture relationships.



Be open to unexpected connections.



Celebrate and support others' success.

We Rise Higher Together.



People Create Possibilities.

Surround yourself with those who see your potential even when you can't.

A Stronger Network. A Brighter Future.

CONNECTIONS TODAY. OPPORTUNITIES TOMORROW.



Develop In-Demand Skills

Invest in yourself. Create new opportunities.

Building new skills opens doors, increases your confidence, and helps you stay competitive in a changing job market. Use this page to identify skills you want to develop and the steps you'll take to make it happen.



SKILLS ASSESSMENT

Start with where you are. Check the skills you already have and identify areas you want to strengthen.

I'm confident in:

- ☐ Communication
- ☐ Leadership
- ☐ Organization
- ☐ Problem-solving
- ☐ Time management
- ☐ Technology skills
- ☐ Other: _____

I want to grow in:

- ☐ Technical skills (e.g., data, AI, software)
- ☐ Industry-specific knowledge
- ☐ Public speaking
- ☐ Project management
- ☐ Financial literacy
- ☐ Networking
- ☐ Other: _____

My top 3 priority skills:

- 1 _____
- 2 _____
- 3 _____

Why these skills matter:



MY SKILL-BUILDING PLAN

Turn your goals into action. Define the steps you'll take to develop your skills.

	Skill I Want to Develop	Action Steps (e.g., course, training, practice)	Target Date	Notes
1				
2				
3				
4				
5				



TRACK MY PROGRESS

Consistency creates results. Use this checklist to stay on track.

- ☐ I have identified my priority skills.
- ☐ I have researched learning opportunities.
- ☐ I have scheduled time for skill-building.
- ☐ I am practicing and applying what I learn.
- ☐ I am tracking my progress and celebrating milestones.
- ☐ Other: _____

"Progress happens one skill at a time."

"New skills today. Greater opportunities tomorrow."

WAYS TO BUILD SKILLS



Take online courses and earn certifications



Attend workshops and webinars



Join professional associations



Find a mentor or coach



Gain hands-on experience through volunteering or projects



Set a learning schedule and track your progress



Celebrate your growth milestones

A More Skilled You Creates a Brighter Tomorrow



*Learn Today.
Lead Tomorrow.*

Every skill you build brings you closer to the life you want.

Skills Open Doors. Keep Going.
INVEST IN YOU. IT PAYS FOREVER.



Set Goals Create Your Path

A clear plan turns possibilities into progress.

Goals give you direction, keep you focused, and help you measure your progress. Use this page to set meaningful goals and break them into actionable steps. Remember – you don't have to have it all figured out, you just have to take the next right step.



SMART GOALS

Use the SMART framework to set clear and achievable goals.

S

SPECIFIC

Be clear about what you want to achieve.

Example:
Earn a certification in project management.

M

MEASURABLE

Define how you will track progress.

Example:
Complete course and pass exam by June 2027.

A

ACHIEVABLE

Set a realistic goal based on your resources and current situation.

Example:
Dedicate 3 hours per week to studying.

R

RELEVANT

Make sure it aligns with your bigger career vision.

Example:
Supports my goal to move into a leadership role.

T

TIME-BOUND

Set a target date to create urgency and accountability.

Example:
Complete by June 2027.



MY GOAL ACTION PLAN

Turn your goals into action. List your top 3 goals and the steps you'll take to achieve them.

#	My Goal	Key Action Steps	Target Date	Status
1				☐ Not Started ☐ In Progress ☐ Completed
2				☐ Not Started ☐ In Progress ☐ Completed
3				☐ Not Started ☐ In Progress ☐ Completed



RESOURCES TO HELP YOU SUCCEED

Check the resources that may support your goals.

- | | |
|--|--|
| ☐ Online courses and certifications | ☐ Financial assistance (grants, scholarships) |
| ☐ Books and podcasts | ☐ Employer training programs |
| ☐ Professional organizations | ☐ Networking events |
| ☐ Mentorship and coaching | ☐ Career centers and job boards |
| ☐ Workshops and webinars | ☐ Other: _____ |

"A goal without a plan is just a wish."

GOAL-SETTING TIPS



Start with one meaningful goal.



Break it into smaller steps.



Hold yourself accountable.



Celebrate milestones.



Adjust as needed and keep going.



Remember: progress over perfection.

Big Dreams Start with Small Steps ♥



Plan Today. Progress Tomorrow.

Clarity creates confidence.
Action creates momentum.
You've got this. _____

Your Goals. Your Growth. Her Next.

PLAN BOLDLY. YOU ARE CAPABLE OF MORE.



Explore Opportunities

Look wider. Reach further. You belong.

New opportunities are all around you. This page will help you explore possibilities, identify next steps, and approach your search with clarity and confidence.



EXPLORE CAREER PATHS

Discover roles, industries, or industries that align with your interests, strengths, and values.

ROLES THAT INTEREST ME

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Other: _____

INDUSTRIES I WANT TO EXPLORE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Other: _____

WORK ENVIRONMENTS THAT APPEAL TO ME

- ☐ Remote
- ☐ In-person
- ☐ Hybrid
- ☐ Flexible schedule
- ☐ Mission-driven organization
- ☐ Other: _____



RESEARCH OPPORTUNITIES

Use this checklist to gather information and identify potential opportunities.

- ☐ Explore job boards and company websites
- ☐ Research industry trends and growth areas
- ☐ Learn about required skills or certifications
- ☐ Connect with people in roles that interest me
- ☐ Attend career fairs, webinars, or networking events
- ☐ Follow organizations on LinkedIn
- ☐ Set up job alerts
- ☐ Research salary ranges
- ☐ Identify internship, volunteer, or contract opportunities
- ☐ Other: _____



TAKE ACTION

Turn what you learn into next steps. Progress happens when you take action.

	Next Step	Action I Will Take	Target Date	Status
1				☐ Not Started ☐ In Progress ☐ Completed
2				☐ Not Started ☐ In Progress ☐ Completed
3				☐ Not Started ☐ In Progress ☐ Completed
4				☐ Not Started ☐ In Progress ☐ Completed
5				☐ Not Started ☐ In Progress ☐ Completed



CELEBRATE PROGRESS

Every step forward matters. Take time to recognize your effort and growth.

- ☐ I explored new roles or industries.
- ☐ I made at least one new professional connection.
- ☐ I learned something new about a career path.
- ☐ I took a meaningful step toward an opportunity.
- ☐ I am proud of my progress!

“Opportunities don’t just happen—they’re discovered by those who keep looking.”

OPPORTUNITY MINDSET



Be curious.



Stay open to new possibilities.



Talk to people and ask questions.



Look for transferable skills.



Don’t count yourself out—apply anyway.



Remember: the right opportunity can change everything.

*More Opportunities.
A Brighter You. ♥*



Explore. Prepare. Pursue.

The right opportunity could be the start of your next chapter.

Your Future Is Closer Than You Think.

LOOK FOR IT. PREPARE FOR IT. GO AFTER IT.



Interview With Confidence

Preparation today. New opportunities tomorrow.

Interviews are your opportunity to share your story, your skills, and your potential. Use this page to prepare, practice, and walk in with confidence.



BEFORE THE INTERVIEW

Set yourself up for success. Preparation builds confidence.

- ☐ Research the organization, mission, and values
- ☐ Review the job description and key responsibilities
- ☐ Identify 3–5 key skills and experiences to highlight
- ☐ Prepare and practice answers to common questions
- ☐ Plan questions to ask the interviewer
- ☐ Confirm date, time, location (or virtual link)
- ☐ Test your technology (if virtual)
- ☐ Choose professional attire
- ☐ Get a good night's rest

MY TOP 3 STRENGTHS TO HIGHLIGHT

- 1 _____
- 2 _____
- 3 _____

3 QUESTIONS I WANT TO ASK

- 1 _____
- 2 _____
- 3 _____



PRACTICE COMMON QUESTIONS

Use this space to outline your answers. Keep them clear, concise, and authentic.

Tell me about yourself.

Why are you interested in this role?

What are your greatest strengths?

How do you handle challenges?



DURING THE INTERVIEW

Be present, be confident, and be yourself.

- | | |
|--|---|
| ☐ Arrive early (or log in early) | ☐ Be honest and authentic |
| ☐ Bring a copy of your resume | ☐ Show enthusiasm and a willingness to learn |
| ☐ Stay calm and take your time | ☐ Take notes if appropriate |
| ☐ Listen carefully to each question | ☐ Ask your prepared questions |
| ☐ Use specific examples and results | ☐ Thank the interviewer for their time |



AFTER THE INTERVIEW

Keep the momentum going.

- | | |
|--|---|
| ☐ Send a thank-you note within 24 hours | ☐ Continue exploring other opportunities |
| ☐ Reflect on what went well and areas to improve | ☐ Celebrate your effort—every interview is growth! |
| ☐ Follow up if you haven't heard back within the expected timeframe | ☐ Other: _____ |



“Confidence is not thinking you’ll always get it right, but knowing you’re ready to give your best.”

INTERVIEW SUCCESS TIPS



Know your story and your value.



Make a genuine connection.



Use real examples and results.



Be yourself—authenticity stands out.



Stay positive, no matter the outcome.



See every interview as a learning opportunity.

Prepared Girls Open Bigger Doors



Prepare. Practice. Progress.

Every interview brings you closer to the opportunities you're meant for.



Negotiate With Purpose

Know your value. Have the conversation. Create the future you deserve.

Negotiation isn't just about salary—it's about your total opportunity. Use this page to prepare, set your priorities, and approach the conversation with confidence.



KNOW YOUR VALUE

Go into the conversation with a clear understanding of what you bring.

- ☐ Research salary ranges for your role and location
- ☐ Identify your key skills, accomplishments, and impact
- ☐ Understand the organization's budget and pay structure (if possible)
- ☐ Consider the full package (salary, benefits, flexibility, professional development)
- ☐ Remind yourself of your unique value and what sets you apart
- ☐ Practice stating your value confidently

"You don't have to shrink to be hired. You can negotiate and still be kind, professional, and authentic."



PREPARE FOR THE CONVERSATION

Preparation leads to confidence and better outcomes.

- ☐ Define your non-negotiables (what you must have)
- ☐ Identify your flexibles (areas where you can be open)
- ☐ Determine your ideal outcome and your acceptable range
- ☐ Prepare a few ways to respond to common objections
- ☐ Practice with a mentor, coach, or trusted friend
- ☐ Gather supporting evidence (results, data, examples)
- ☐ Plan to keep the conversation positive and solution-focused

"Preparation gives you a voice at the table."



AREAS TO CONSIDER

Negotiation is about more than just salary. Consider the full opportunity.

- | | | |
|---|--|--|
| ☐ Salary | ☐ Professional development | ☐ Title and role clarity |
| ☐ Bonuses or incentives | ☐ Tuition assistance | ☐ Resources and support |
| ☐ Health and wellness benefits | ☐ Additional time off | ☐ Performance review timing |
| ☐ Retirement contributions | ☐ Hybrid or remote options | ☐ Start date |
| ☐ Flexible work arrangements | ☐ Expanded responsibilities | ☐ Other: _____ |



TRACK YOUR OUTCOME

After the conversation, reflect and plan your next steps.

- ☐ What was the outcome?
- ☐ What went well?
- ☐ What would I do differently next time?
- ☐ Do I need to follow up on any items?
- ☐ How does this move me closer to my long-term goals?
- ☐ Celebrate your progress—negotiation is a skill that gets stronger with practice!

"Every conversation is practice for an even bigger opportunity."



"Speak with confidence. Negotiate with purpose. Rise to what's next."

NEGOTIATION TIPS



Do your research.



Focus on the value you bring.



Listen as much as you speak.



Be solution-focused.



Stay calm and professional.



It's okay to ask for what you need.



Keep the big picture in mind.

*Your Voice Matters.
Your Future is Worth It.*



Advocate. Elevate. Achieve.

When you know your value, you create opportunities for yourself and others.



Make It Happen

From plan to progress. You've got this.

You've done the work—now it's time to take action. Use this page to turn your goals, preparation, and plans into real progress. Small, consistent steps lead to big results.



MY 30-60-90 DAY PLAN

Break your bigger goals into manageable steps. Progress builds momentum.

In 30 Days, I Will...

☐
☐
☐

In 60 Days, I Will...

☐
☐
☐

In 90 Days, I Will...

☐
☐
☐


ACTION STEPS THIS WEEK

Choose a few key actions to move forward. Keep it realistic and focused.

1
2
3
4
5

Priority

☐ High	☐ Medium	☐ Low
☐ High	☐ Medium	☐ Low
☐ High	☐ Medium	☐ Low
☐ High	☐ Medium	☐ Low
☐ High	☐ Medium	☐ Low



MY SUPPORT SYSTEM

Surround yourself with people who encourage, challenge, and cheer you on.

- ☐ Reach out to a mentor, coach, or trusted advisor
- ☐ Share my goal with a friend or colleague
- ☐ Join a professional group or network
- ☐ Schedule regular check-ins for accountability
- ☐ Other:

"You go further when you don't go alone."



TRACK MY PROGRESS

Celebrate your wins and stay motivated. Progress, not perfection.

Date	Action Taken	Result/What I Learned	Next Step



CELEBRATE & KEEP GOING

Acknowledge your progress and recommit to what's next.

- ☐ I completed an important milestone!
- ☐ I'm proud of the effort I've put in.
- ☐ I'm learning and growing.
- ☐ I will keep taking steps toward my goals.

"Progress deserves a celebration."

PLAN

TAKE ACTION

STAY FOCUSED

KEEP GOING

CELEBRATE

YOU GOT THIS

Action
Creates
Change
♡

Plan
Do
Progress
Repeat
♡

"A dream with a plan is a goal in motion."

STAY MOTIVATED



Focus on progress, not perfection.



Choose discipline over comfort.



Take one step every day.



Celebrate small wins.



Adjust your plan as needed.



Keep your why in front of you.

*She Plans.
She Does.
She Rises. ♡*



Progress Today. Brighter Tomorrow.

Keep showing up.
Your next chapter
is already in motion.

Action Today. Opportunity Tomorrow.
SAME GIRL. BIGGER OPPORTUNITIES.

Overcome Obstacles

*Challenges are part of the journey—
but they don't get to decide your future.*

Every career path comes with bumps in the road. This page will help you identify potential barriers, shift your mindset, and take practical steps to move forward.



IDENTIFY YOUR OBSTACLES

Name the challenges so you can address them with clarity.

- | | |
|--|---|
| ☐ Time constraints (work, family, other responsibilities) | ☐ Limited professional network |
| ☐ Financial limitations | ☐ Few opportunities in my current location |
| ☐ Limited access to education or training | ☐ Fear of change |
| ☐ Lack of confidence or self-doubt | ☐ Past negative experiences |
| ☐ Uncertainty about next steps | ☐ Other: _____ |



SHIFT YOUR MINDSET

Your perspective can turn obstacles into opportunities.

- | | |
|---|---|
| ☐ I can grow through challenges. | ☐ I will focus on what I can control. |
| ☐ Setbacks are temporary. | ☐ I will not compare my journey to others. |
| ☐ I have overcome difficult things before. | ☐ I can ask for help and support. |
| ☐ I am capable of learning new skills. | ☐ Challenges can make me stronger. |
| ☐ I choose progress over perfection. | ☐ Other: _____ |



FIND SOLUTIONS

Turn each obstacle into an action plan.

Obstacle	Possible Solution	First Step	Target Date



USE YOUR SUPPORT SYSTEM

You don't have to do this alone.

- | | |
|---|---|
| ☐ Talk to a mentor, coach, or trusted advisor | ☐ Find an accountability partner |
| ☐ Share my goals with family or friends | ☐ Attend workshops or webinars |
| ☐ Join a professional group or community | ☐ Use EduQuencher resources |
| ☐ Seek guidance from someone who has been where I want to go | ☐ Other: _____ |



KEEP GOING

Progress is possible, even when it's hard. Remind yourself:

- | | |
|--|---|
| ☐ I am resilient. | ☐ My story is still being written. |
| ☐ I am making progress. | ☐ Obstacles are part of the process. |
| ☐ I will keep showing up. | ☐ I can and I will achieve my goals. |



Obstacles Today. Opportunities Tomorrow.

Your challenges do not define you—your response does.

Same Girl. New Possibilities.

CHALLENGES ARE TEMPORARY. YOUR PURPOSE IS LASTING.

CHALLENGE
PERSPECTIVE
STRATEGY
RESILIENCE
GROWTH
OPPORTUNITY

*Stronger
Braver
Wiser
You Got This*

*Obstacles
Don't Stop Me
They Strengthen Me*

*"Difficult roads
often lead to
beautiful
destinations."*

OBSTACLE TO OPPORTUNITY



→ **Challenge**
A chance to grow.



→ **Self-doubt**
A signal to build confidence.



→ **Time constraints**
An invitation to get creative.



→ **Financial limits**
A reason to explore new options.



→ **Limited network**
An opportunity to make new connections.



→ **Fear of change**
A step toward a bigger future.

*Stronger Through
Every Challenge.*



Build Your Network

Real people. Real conversations. Real opportunities.

Your network can open doors, provide guidance, and introduce you to opportunities you might not find on your own. Use this page to build and strengthen your professional network.



WHERE TO FIND OPPORTUNITIES

Explore different places to meet people and make connections.

- | | |
|---|--|
| ☐ Professional events and conferences | ☐ Community organizations |
| ☐ Workshops and training programs | ☐ Informational interviews |
| ☐ LinkedIn and other professional platforms | ☐ Mentorship programs |
| ☐ Alumni networks (high school, college, training) | ☐ Friends, family, and colleagues |
| ☐ Volunteer opportunities | ☐ Local career fairs |
| ☐ Professional organizations in your field | ☐ Other: _____ |



START THE CONVERSATION

It can feel intimidating, but a simple and genuine approach works.

- | | |
|---|---|
| ☐ Introduce yourself with confidence | ☐ Find common interests |
| ☐ Share your current role or goals | ☐ Ask for advice, not a job |
| ☐ Ask open-ended questions | ☐ Thank them for their time |
| ☐ Listen more than you speak | ☐ Follow up with a note or message |
| ☐ Be curious and show genuine interest | ☐ Other: _____ |



NURTURE YOUR CONNECTIONS

A strong network is built over time. Stay in touch and add value.

- | | |
|--|---|
| ☐ Send a thank-you note after meeting | ☐ Schedule periodic check-ins |
| ☐ Stay connected on LinkedIn | ☐ Attend the same events or groups |
| ☐ Share relevant articles or resources | ☐ Be a connector—introduce others |
| ☐ Congratulate them on their achievements | ☐ Keep track of important contacts |
| ☐ Offer support when you can | ☐ Other: _____ |



MY NETWORKING GOALS

Set a few goals to help you grow your network.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

“Your network is your net worth. Invest in meaningful relationships.”

“Surround yourself with people who see your potential, even when you don’t see it yet.”

NETWORKING TIPS



Be authentic and genuine.



Show interest in others.



Look for ways to add value.



Stay consistent and follow up.



Build a diverse network.



Quality over quantity matters.

*Better Connections
Brighter Tomorrows*



People. Purpose. Possibility.

The right people can change everything.

Same Girl. Bigger Opportunities.

BUILD YOUR NETWORK TODAY. CREATE TOMORROW TOGETHER.



Showcase Your Skills

Tell your story. Make your value visible.

Your skills, experiences, and unique perspective matter. Use this page to identify, organize, and communicate your strengths with confidence.



IDENTIFY YOUR TOP SKILLS

What do you do well? Include both technical and transferable skills.

Technical Skills (job-specific skills)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Transferable Skills (use in many roles)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____



SHOW EVIDENCE

Think of a time you used each skill. What was the result?

Skill	Example (What I Did)	Result / Impact



ARTICULATE YOUR VALUE

Use these prompts to help you describe your unique strengths.

What makes me unique?

What problems do I solve?

What do others often rely on me for?

How do I create a positive impact?

What am I most proud of?



PRACTICE YOUR PITCH

Use this simple framework to create a short, confident introduction about yourself.

Hi, I'm _____.

I have experience in _____.

I'm passionate about _____.

I bring _____ to the table.

I'm currently seeking _____.

"Your story is a powerful tool. Use it with confidence."



KEEP BUILDING

Your skills and story will continue to grow. Revisit this page often.

- | | |
|--|---|
| ☐ Update my skills list regularly | ☐ Tailor my skills for each opportunity |
| ☐ Add new examples and results | ☐ Highlight skills on my resume and LinkedIn |
| ☐ Practice my pitch out loud | ☐ Celebrate my progress |
| ☐ Seek feedback from trusted mentors or peers | ☐ Other: _____ |



"When you clearly express your value, you open doors you never knew existed."

WAYS TO SHOWCASE YOUR SKILLS



Use real examples and specific results.



Tailor your message to your audience.



Keep it clear, concise, and authentic.



Highlight your impact, not just your duties.



Be confident—your skills matter.



Keep your resume and LinkedIn updated.

*More Skills.
More Opportunities.
A Brighter You. ♥*



Communicate with Impact

Your voice matters. Use it well.

Strong communication helps you build relationships, showcase your value, and open doors. Use this page to strengthen the way you share your ideas, listen to others, and present yourself with confidence.



BE A STRONG LISTENER

Great communicators listen to understand, not just to respond.

- ☐ Give your full attention (no multitasking)
- ☐ Ask thoughtful questions
- ☐ Reflect back what you hear
- ☐ Be open to different perspectives
- ☐ Avoid interrupting
- ☐ Take notes on key points

"Most people do not listen with the intent to understand; they listen with the intent to respond."
— Stephen R. Covey



SPEAK WITH CONFIDENCE

Your ideas and perspective are valuable. Share them clearly and respectfully.

- ☐ Be prepared before meetings or interviews
- ☐ Speak clearly and at a steady pace
- ☐ Use simple, concise language
- ☐ Share your perspective with confidence
- ☐ Stay focused on the key message
- ☐ Be mindful of your tone and body language

"A confident voice can inspire change, open doors, and create new opportunities."



ADAPT YOUR STYLE

Effective communication means adjusting to your audience and situation.

- ☐ Consider your audience (peers, leaders, clients, community)
- ☐ Use the right tone for the setting (formal vs. casual)
- ☐ Be culturally responsive and inclusive
- ☐ Tailor your message to what matters to them
- ☐ Be flexible and open to feedback
- ☐ Other: _____

"Communication works for those who work at it."
— John Powell



WRITE WITH PURPOSE

From emails to proposals, clear writing helps you make a lasting impression.

- ☐ Use a clear and descriptive subject line
- ☐ Keep your message concise and organized
- ☐ Be professional and respectful
- ☐ Highlight key points or next steps
- ☐ Proofread before sending
- ☐ Other: _____

"Clear writing creates clear opportunities."



PRACTICE AND GROW

Strong communication is a skill you can always improve.

- ☐ Seek feedback from trusted mentors or peers
- ☐ Join a public speaking group or take a course
- ☐ Record and review your presentations
- ☐ Volunteer to speak up in meetings
- ☐ Celebrate progress, not perfection
- ☐ Set a goal to step outside your comfort zone
- ☐ Other: _____

"The more you communicate with confidence, the more you create the future you want."



"Your voice has the power to inspire, influence, and create opportunity."

QUICK TIPS



Listen more than you speak.



Be authentic and genuine.



Know your audience and tailor your message.



Keep it clear, concise, and positive.



Ask questions and seek feedback.



Practice regularly—it gets easier!

A Brighter You Has a Stronger Voice. Use It. ♥



Communicate Today. Create Tomorrow.

Your voice can open doors you never imagined.

Same Girl. Bigger Opportunities.

SPEAK. CONNECT. LEAD. A BRIGHTER TOMORROW.



Create Your Opportunity Plan

Clarity today. A brighter tomorrow.

Turn your goals, strengths, and ideas into a clear plan. Use this page to identify opportunities, take action, and track your progress. Big opportunities often start with a single step.



EXPLORE OPPORTUNITIES

Look for possibilities that align with your goals and interests.

- ☐ Research roles or career paths
- ☐ Explore internal opportunities
- ☐ Attend career fairs or networking events
- ☐ Look for training or certification programs
- ☐ Use EduQuencher resources
- ☐ Other: _____

OPPORTUNITIES I WANT TO EXPLORE:

- _____
- _____
- _____
- _____
- _____



SET SMART GOALS

Turn opportunities into specific, actionable goals.

- S** Specific – Be clear about what you want.
- M** Measurable – Define how you'll know you've achieved it.
- A** Achievable – Make it realistic.
- R** Relevant – Ensure it aligns with your bigger vision.
- T** Time-bound – Set a target date.

MY TOP 3 GOALS:

- _____
- _____
- _____



TAKE ACTION

Break your goals into smaller steps and get started.

- ☐ Identify the first step
- ☐ Set a deadline
- ☐ Add it to your calendar
- ☐ Remove potential barriers
- ☐ Ask for support if needed
- ☐ Other: _____

MY NEXT STEPS:

- _____
- _____
- _____
- _____
- _____



TRACK YOUR PROGRESS

Celebrate progress and adjust as needed.

Date	Action Taken	Result/What I Learned	Next Step



STAY OPEN & KEEP GOING

Opportunities can show up in unexpected ways.

- ☐ Stay curious and say yes to new experiences
- ☐ Revisit and update your goals regularly
- ☐ Celebrate your progress
- ☐ Learn from challenges
- ☐ Keep building your skills and network
- ☐ Other: _____

“Opportunities don’t just happen. You create them.”

“A plan gives your dreams a direction.”

OPPORTUNITY MINDSET



Be curious and explore.



Look for possibilities, not just limitations.



Take initiative.



Stay flexible.



Keep learning.



Progress over perfection.



Your next opportunity is closer than you think.

Plan with Purpose.
Move with Confidence.
Create Your Tomorrow: ♥



Opportunities Today. A Brighter Tomorrow.

Start where you are.
Use what you have.
Go further with EduQuencher.

Same Girl. Bigger Opportunities.

CLARITY TODAY. A BRIGHTER TOMORROW.



Prepare for What's Next

Be ready. Be confident. Be you.

Preparation turns possibilities into real progress. Use this page to make sure you're ready for the opportunities you want—whether it's a new role, an interview, further education, or a career transition.



REFINE YOUR RESUME

Your resume tells your story. Make it clear, current, and impactful.

- ☐ Update with your latest experience, skills, and achievements
- ☐ Tailor to the type of role or opportunity you want
- ☐ Use action verbs and quantifiable results
- ☐ Keep it clear, concise, and easy to read
- ☐ Ask a mentor or trusted colleague to review it
- ☐ Other: _____

NOTES FOR IMPROVEMENT:



BUILD OR STRENGTHEN YOUR SKILLS

Invest in yourself. The right skills open doors.

- ☐ Identify skills needed for your target role or industry
- ☐ Explore online courses or certifications
- ☐ Attend workshops, webinars, or training programs
- ☐ Gain hands-on experience (volunteer, project, or side role)
- ☐ Add new skills to your resume and LinkedIn
- ☐ Other: _____

SKILLS I WANT TO DEVELOP:

1. _____
2. _____
3. _____
4. _____
5. _____



PRACTICE FOR INTERVIEWS

Preparation builds confidence and helps you shine.

- ☐ Research the organization or company
- ☐ Prepare and practice common interview questions
- ☐ Use the STAR method (Situation, Task, Action, Result)
- ☐ Practice with a mentor or friend
- ☐ Prepare thoughtful questions to ask
- ☐ Other: _____

NOTES & QUESTIONS:

1. _____
2. _____
3. _____
4. _____
5. _____



GET ORGANIZED

Stay ready so you can move quickly when opportunities arise.

- ☐ Keep important documents updated (resume, transcripts, certifications)
- ☐ Create a professional email and voicemail
- ☐ Organize your portfolio or work samples
- ☐ Set up job alerts or opportunity notifications
- ☐ Track application deadlines
- ☐ Other: _____

DOCUMENTS TO UPDATE:

- ☐ Resume
- ☐ Cover Letter Template
- ☐ References List
- ☐ Portfolio/Work Samples
- ☐ Certifications/Transcripts
- ☐ Other: _____



TAKE THE NEXT STEP

Preparation today leads to your tomorrow.

- ☐ Apply for opportunities that align with your goals
- ☐ Follow up after applying or interviewing
- ☐ Stay persistent, even when it's challenging
- ☐ Celebrate each step forward
- ☐ Keep learning and growing
- ☐ Other: _____

"Preparation today creates opportunities tomorrow."



Plan. Prepare. Pursue. Progress.

Your next chapter is waiting—be ready for it.

Same Girl. Bigger Opportunities.
PREPARE TODAY. CREATE TOMORROW.



"Success doesn't happen by chance. It happens by preparation."

PREPARATION TIPS



Be intentional about your goals.



Invest in skills that matter.



Practice and seek feedback.



Stay organized and ready.



Believe in what's next.



Progress takes preparation.

Prepared Today. Brighter Tomorrow.



Design Your Next Chapter

Same Purpose. A Bigger You.

You have the skills, the experience, and the potential. Use this page to visualize your next chapter and map out the steps to make it happen.



ENVISION YOUR FUTURE

Take a moment to imagine what's possible.

Where do I see myself in 1 year? _____

In 3 years? _____

In 5 years? _____

What impact do I want to make? _____

How do I want to feel in this next season? _____



EXPLORE YOUR PATH

Consider different career options and what aligns with your goals.

- ☐ Research roles or industries that interest me
- ☐ Learn about required skills or certifications
- ☐ Connect with professionals in those fields
- ☐ Explore EduQuencher resources and courses
- ☐ Attend a career fair, webinar, or networking event
- ☐ Other: _____

"Exploration
leads to clarity,
and clarity
creates confidence."



MAP YOUR ACTION PLAN

Turn your vision into manageable steps.

Goal	Action Step	Target Date	Resources/Support



MEASURE YOUR PROGRESS

Celebrate small wins. They add up to big results.

- ☐ Review and update my plan regularly
- ☐ Track my learning and skill development
- ☐ Seek feedback from mentors or peers
- ☐ Adjust my goals as needed
- ☐ Celebrate milestones (big and small!)
- ☐ Other: _____

"Progress,
not perfection,
leads to
transformation."



BELIEVE IN WHAT'S NEXT

Remind yourself—you are capable, prepared, and ready.

- ☐ I have valuable skills and experiences.
- ☐ I can learn what I need to grow.
- ☐ I am ready for new opportunities.
- ☐ I will take bold, intentional steps.
- ☐ I am proud of how far I've come.
- ☐ Other: _____

"You are braver
than you believe,
more capable
than you know, and
closer than you think."



"Every next
chapter is an
opportunity
to become an
even brighter you."

YOUR NEXT CHAPTER CHECKLIST



Expand my
knowledge.



Build my skills.



Grow my network.



Seek new
opportunities.



Stay open
to what's possible.



Keep learning
and evolving.



Invest in me.



Take the next step.

*More Learning.
More Opportunities.
A Brighter You. ♥*



Dream. Plan. Learn. Grow. Achieve.

Same Girl. Bigger Opportunities.
YOUR NEXT CHAPTER STARTS TODAY.

Your next chapter
is waiting—
make it extraordinary.



Build Your Support System

Stronger Together.

No one achieves their goals alone. Use this page to identify, engage, and cultivate the people who will encourage, guide, and support you on your journey.



IDENTIFY YOUR SUPPORT CIRCLE

Different people bring different value to your journey.

- ☐ Mentor (provides guidance and wisdom)
- ☐ Career coach (offers expertise and strategy)
- ☐ Peers (share experiences and encouragement)
- ☐ Family and friends (provide emotional support)
- ☐ Professional network (opens doors to opportunities)
- ☐ Other: _____

"A strong support system doesn't just help you go further—it helps you enjoy the journey."



START MEANINGFUL CONVERSATIONS

Connection begins with a conversation.

- ☐ Reach out to someone you admire
- ☐ Schedule a coffee chat or virtual meeting
- ☐ Be specific about what you're hoping to learn
- ☐ Ask thoughtful questions
- ☐ Follow up and express your gratitude
- ☐ Other: _____

"People are often willing to help—you just have to ask."



BUILD AND NURTURE YOUR NETWORK

Your network can create opportunities, insights, and collaborations.

- ☐ Attend industry events, webinars, or workshops
- ☐ Join professional organizations or online communities
- ☐ Engage on LinkedIn and other platforms
- ☐ Offer support and value to others
- ☐ Stay in touch regularly
- ☐ Other: _____

"Your network is your net worth in opportunities."



BE A SOURCE OF ENCOURAGEMENT

Support is a two-way street.

- ☐ Celebrate the wins of others
- ☐ Share helpful resources
- ☐ Offer encouragement during challenges
- ☐ Be a good listener
- ☐ Look for ways to give back
- ☐ Other: _____

"When you lift others up, you rise too."



KEEP YOUR CIRCLE STRONG

People come and go, but invest in those who add value.

- ☐ Regularly check in with your support circle
- ☐ Show appreciation
- ☐ Be intentional about surrounding yourself with positive, growth-minded people
- ☐ Let go of relationships that drain your energy
- ☐ Make space for new connections
- ☐ Other: _____

"Surround yourself with people who see the brighter you."

Surround Yourself With People Who Believe In You

"A strong network turns ambition into opportunity."

QUALITIES OF A GREAT SUPPORT SYSTEM



Encourages your growth.



Offers honest feedback.



Believes in your potential.



Challenges you in a positive way.



Celebrates your wins.



Provides accountability.



Shows up consistently.

Stronger Women Build Brighter Tomorrows.



Connect. Encourage. Grow. Achieve.

Better connections.
Bigger opportunities.
A brighter you.

Same Girl. Bigger Opportunities.

PEOPLE SUPPORT PROGRESS. BUILD YOUR CIRCLE.



Turn Options Into Action

Clarity Today. Momentum Tomorrow.

You've explored, reflected, and learned. Now it's time to take action. Use this page to prioritize your next steps and create momentum toward your goals.



PRIORITIZE YOUR GOALS

Focus on what matters most right now.

- ☐ Advance in my current role
- ☐ Transition to a new role or industry
- ☐ Build a new skill or earn a certification
- ☐ Expand my professional network
- ☐ Improve my resume and interview skills
- ☐ Increase my confidence and self-advocacy
- ☐ Other: _____

MY TOP 3 GOALS:

1. _____
2. _____
3. _____



CREATE YOUR 30/60/90 DAY PLAN

Big goals happen step by step. Break them down into action.

Timeframe	Action Step	Resources Needed	Target Date
Next 30 Days			
Next 60 Days			
Next 90 Days			



REMOVE POTENTIAL BARRIERS

Anticipate challenges and plan for them.

- ☐ Time constraints
- ☐ Financial considerations
- ☐ Lack of confidence
- ☐ Limited access to opportunities
- ☐ Competing responsibilities
- ☐ Other: _____

HOW I WILL OVERCOME THEM:

1. _____
2. _____
3. _____
4. _____
5. _____



HOLD YOURSELF ACCOUNTABLE

Accountability keeps you moving forward.

- ☐ Share my goals with a trusted friend, mentor, or coach
- ☐ Schedule regular check-ins (weekly or monthly)
- ☐ Track my progress in a journal or app
- ☐ Celebrate small wins
- ☐ Adjust my plan as needed
- ☐ Other: _____

"Accountability turns intentions into results."



TAKE ACTION TODAY

Choose one small step to move forward right now.

- ☐ Update my resume
- ☐ Research a course or certification
- ☐ Reach out to a mentor or colleague
- ☐ Schedule time on my calendar
- ☐ Apply for an opportunity
- ☐ Other: _____

"A single step today can lead to a brighter tomorrow."



"You don't have to have it all figured out. You just have to be willing to take the next step."

ACTION MINDSET



Start where you are.



Take small, consistent steps.



Progress over perfection.



Stay focused and flexible.



Seek support along the way.



Turn challenges into opportunities.



Keep going—your future is worth it.

Take the Next Step.
You've Got This! ♥



Clarity Today. Action Tomorrow.

Same Girl.
Bigger Opportunities.



Stay Resilient Through It All

Challenges Today. A Stronger You Tomorrow.

The journey won't always be easy, but you are stronger than you know. Use this page to build your resilience, reset when needed, and stay focused on your bigger purpose.



RECOGNIZE YOUR STRENGTH

Look back and celebrate how far you've already come.

- What is a challenge I have already overcome? _____
- What did I learn from that experience? _____
- What strengths did it reveal in me? _____
- How can I remind myself of this when things get hard? _____



BUILD RESILIENCE HABITS

Small, consistent habits can make a big difference.

- ☐ Take care of my physical health (sleep, nutrition, movement)
- ☐ Practice mindfulness or prayer
- ☐ Set healthy boundaries
- ☐ Focus on what I can control
- ☐ Celebrate small wins
- ☐ Keep a positive perspective
- ☐ Other: _____

"Resilience is not about never falling, but about rising every time you do."



SHIFT YOUR MINDSET

The way you think about a situation can change everything.

- What is a negative thought I want to reframe? _____
- What is a more empowering truth? _____
- How can I choose courage over fear today? _____
- What would I say to a friend in the same situation? _____



FIND YOUR SUPPORT

You don't have to do this alone.

- ☐ Talk to a mentor or coach
- ☐ Lean on trusted friends or family
- ☐ Join a professional community
- ☐ Engage with other women on similar journeys
- ☐ Use EduQuencher resources and networks
- ☐ Other: _____

"Surround yourself with people who remind you of your strength when you forget it."



KEEP GOING

No matter what, you have what it takes.

- What motivates me to keep going? _____
- What is one step I can take today? _____
- How will I celebrate my progress? _____
- A positive affirmation I want to remember: _____

"You are stronger than this moment."

PERSIST
ADAPT
OVERCOME
LEARN
GROW
THRIVE

Stronger
Braver
Wiser
You Got This
♡

*Different
Challenges
Same Girl.
Stronger Every Day
♡*

"A strong woman doesn't just bounce back—she moves forward with purpose."

RESILIENCE REMINDERS



You are capable of more than you think.



Setbacks are part of the journey.



Progress happens one step at a time.



You can grow through what you go through.



You are not alone.



Every challenge is a lesson.



Keep showing up.



Better days are ahead.

*Same Girl.
Stronger Every Day.
Brighter Tomorrow. ♡*



Challenges Build Character. Resilience Creates Opportunity.

Keep Going.
You've Got This.



Balance It All

Create a Life You Love

On Purpose. In Progress. And Fully Yours.

Your career, your relationships, your health, and your well-being all matter. Use this page to reflect, set priorities, and create simple rhythms that help you thrive in every area of life.



TAKE STOCK OF YOUR LIFE

Where are you today? Be honest and kind with yourself.

- ☐ I feel fulfilled in my career.
- ☐ I have meaningful relationships.
- ☐ I am taking care of my physical health.
- ☐ I am prioritizing my mental and emotional well-being.
- ☐ I am making time for my faith and spiritual growth.
- ☐ I feel a sense of balance.
- ☐ Other: _____

"You can do big things and still make time for what matters most."



IDENTIFY WHAT MATTERS MOST

Clarify your priorities so you can make intentional choices.

- ☐ Faith and spiritual growth
- ☐ Family and loved ones
- ☐ Health and wellness
- ☐ Career and professional growth
- ☐ Personal development and learning
- ☐ Service and giving back
- ☐ Fun, rest, and joy
- ☐ Other: _____

"A life of balance is not about doing everything—it's about doing the right things."



CREATE YOUR BALANCE PLAN

Small, consistent steps can create a big difference.

Area of Life	One Action Step	When Will I Do It?	Support I Need
Faith			
Family			
Health			
Career			
Me (Rest & Joy)			
Other			



TRACK YOUR PROGRESS

Check in regularly and celebrate your wins.

- ☐ I am making progress in the areas that matter most.
- ☐ I am adjusting when needed.
- ☐ I am celebrating small wins.
- ☐ I am giving myself grace.
- ☐ I am staying focused on my bigger purpose.
- ☐ Other: _____

"Progress, not perfection, leads to a happier, healthier, more fulfilled you."



COMMIT TO YOU

You can't pour into others if you're empty.

- ☐ I will protect my time and energy.
- ☐ I will say no to what doesn't align.
- ☐ I will make my well-being a priority.
- ☐ I will keep going, even when it's hard.
- ☐ I am creating a life I love.
- ☐ Other: _____

"A balanced life is a brighter life—for you and everyone you impact."



"When you take care of you, you show up stronger for everything that matters."

QUICK TIPS FOR MORE BALANCE



Plan your week with intention.



Set boundaries without guilt.



Make time for what brings you joy.



Ask for help and accept support.



Keep it simple.



Focus on progress, not perfection.



Be flexible—life will happen.



Return to your "why" when needed.

*A More Balanced You
A Brighter Tomorrow. ♥*



Purpose. Balance. Progress. Possibility.

Take care of you.
You make a bigger
difference than you know.



Navigate Your Next Step

From Vision to Action.

You have the tools, the support, and the potential. Use this page to bring it all together and create your next step plan.



1 REFLECT ON YOUR JOURNEY

Take a moment to celebrate how far you've come.

- ☐ What am I most proud of right now?
- ☐ What challenges have made me stronger?
- ☐ What have I learned about myself?
- ☐ How has my perspective changed?
- ☐ What do I want to carry with me into the next season?
- ☐ Other: _____

"Your story is not over. It's a setup for something even greater."



2 DEFINE YOUR NEXT STEP

Turn your vision into a clear, achievable plan.

- ☐ What is my next big goal?
- ☐ Why is this goal important to me?
- ☐ What are the first three steps I can take?
- ☐ What resources or support do I need?
- ☐ When do I want to achieve this goal?
- ☐ Other: _____

"Clarity creates confidence."



3 PREPARE FOR SUCCESS

Set yourself up with the tools and support you need.

- ☐ Update my resume or LinkedIn profile
- ☐ Strengthen key skills through EduQuencher courses
- ☐ Connect with a mentor, coach, or professional network
- ☐ Explore new opportunities (jobs, certifications, training)
- ☐ Build healthy habits to stay energized and focused
- ☐ Other: _____

"Preparation today creates opportunities tomorrow."



4 TAKE ACTION AND KEEP GOING

Progress happens when you show up and take the next step.

- ☐ Schedule time this week to work on my goal
- ☐ Take one small step today
- ☐ Stay consistent, even when it's hard
- ☐ Celebrate progress along the way
- ☐ Revisit and adjust my plan as needed
- ☐ Other: _____

"You don't have to see the whole staircase, just take the next step."



MY NEXT CHAPTER

In a few words, describe the future you're creating.

- I am...
- ☐ Prepared
 - ☐ Capable
 - ☐ Supported
 - ☐ Ready
 - ☐ Excited
 - ☐ On my way



"A new chapter isn't about leaving who you are behind—it's about becoming more of who you were created to be."

REMEMBER



You are more capable than you think.



Progress over perfection.



You don't have to do it alone.



Every step forward matters.



Challenges can lead to growth.



You have the power to create change.



A brighter future is within reach.

Same Girl.
Brighter Tomorrow. ♥



Vision Today. Opportunity Tomorrow.

You are the author of your next chapter.



Build Skills Open Doors

Learn. Apply. Grow. Go Further.

The right skills can open new opportunities and give you the confidence to pursue them. Use this page to explore in-demand skills, find learning resources, and create your personal plan.



EXPLORE IN-DEMAND SKILLS

These skills can help you grow in your current role or prepare for a new opportunity.

- ☐ Communication (written and verbal)
- ☐ Leadership and teamwork
- ☐ Problem-solving and critical thinking
- ☐ Time management and organization
- ☐ Digital skills (e.g., Microsoft Office, Google Workspace)
- ☐ Industry-specific skills (e.g., healthcare, education, business)
- ☐ Financial literacy
- ☐ Other: _____

TOP 3 SKILLS I WANT TO DEVELOP:

1. _____
2. _____
3. _____



FIND LEARNING OPPORTUNITIES

There are many ways to build your skills—choose what works best for you.

- ☐ EduQuencher courses and resources
- ☐ Online learning platforms (e.g., Coursera, LinkedIn Learning)
- ☐ Workshops, webinars, or conferences
- ☐ College or certification programs
- ☐ On-the-job training or stretch assignments
- ☐ Mentorship or coaching
- ☐ Books, podcasts, or articles
- ☐ Other: _____

RESOURCES I WANT TO EXPLORE:

1. _____
2. _____
3. _____
4. _____
5. _____



PRACTICE AND APPLY

Learning is most powerful when you put it into action.

- ☐ Set a specific goal for each skill
- ☐ Create a timeline for practice
- ☐ Find real-world ways to apply what you learn
- ☐ Ask for feedback
- ☐ Adjust and keep going
- ☐ Other: _____

HOW I WILL APPLY MY SKILLS:

1. _____
2. _____
3. _____
4. _____



MEASURE YOUR PROGRESS

Track your growth and celebrate your wins.

Skill	Start Date	Progress Notes	Next Step



CELEBRATE YOUR SUCCESS

Every step forward matters.

- ☐ Completed a course or training
- ☐ Applied a new skill at work or in a project
- ☐ Received positive feedback
- ☐ Reached a milestone
- ☐ Set a new goal
- ☐ Other: _____

“Small steps
lead to big
opportunities.”

“Investing in
your skills today
creates the
opportunities
you want
tomorrow.”

SKILL-BUILDING TIPS



Be curious
and keep
learning.



Focus on progress,
not perfection.



Seek feedback
from trusted
mentors.



Practice and
apply what
you learn.



Step outside
your comfort zone.



Celebrate
every milestone.



Surround yourself
with people who
encourage your growth.

*New Skills.
New Opportunities.
Same Girl. Bigger Dreams.*



Learn. Apply. Grow. Achieve.

More Skills.
Brighter Opportunities.
A Stronger You.

Same Girl. Bigger Opportunities.
LEARN TODAY. LEAD TOMORROW.



Overcome What Holds You Back

Turn Challenges Into Comebacks.

Every journey has bumps in the road. What matters most is how you respond. Use this page to identify what's holding you back, reframe your thinking, and create a plan to move forward.

1

IDENTIFY THE CHALLENGE

Be honest about what's getting in the way.

What challenge am I facing right now? _____

Why is this challenging for me? _____

What's within my control? _____

What's outside my control? _____

2

REFRAME YOUR THINKING

Shift your perspective to see new possibilities.

What negative thought do I need to let go of? _____

What is a more empowering truth? _____

What can I learn from this situation? _____

How might this challenge be preparing me for something greater? _____

3

EXPLORE SOLUTIONS

You have more options than you might think.

What are at least three possible solutions? 1. _____

2. _____

3. _____

What is the best next step right now? _____

Who can support me? _____

What resources do I need? _____

4

TAKE ACTION

Progress happens when you move forward.

Action Step	When I'll Do It	Support I Need	Completed
			☐
			☐
			☐
			☐

5

CELEBRATE YOUR COMEBACKS

Recognize your strength and keep going.

What's a past challenge I've already overcome? _____

What strengths did I use? _____

How did it make me stronger? _____

What will I celebrate when I overcome this challenge? _____



“Challenges are not stop signs—they are stepping stones.”

COMEBACK MINDSET



I can do hard things.



Setbacks are temporary.



I am not alone.



Every challenge brings a lesson.



I can find a way forward.



Progress, not perfection.



I choose courage over comfort.



I am stronger than I realize.

*Same Girl.
New Perspective.
Bigger Comebacks.*



Challenges Today. A Stronger Tomorrow.

Same Girl.
Bigger Opportunities.



Set Goals Create Your Tomorrow

Clarity Today. A Brighter Tomorrow.

Goals turn your dreams into a plan. Use this page to set meaningful, achievable goals in the areas that matter most to you. Break them down, take action, and celebrate your progress along the way.



CAREER GOALS

Where do you want to go professionally?

- ☐ Explore new career opportunities
- ☐ Gain a new skill or certification
- ☐ Seek a promotion or leadership role
- ☐ Build my professional network
- ☐ Other: _____

“A goal without a plan is just a wish.”



PERSONAL GROWTH GOALS

How do you want to grow as a person?

- ☐ Build confidence
- ☐ Improve time management
- ☐ Develop a positive mindset
- ☐ Challenge myself to step outside my comfort zone
- ☐ Other: _____

“You are always growing. Keep choosing a better you.”



RELATIONSHIP GOALS

Who do you want to invest in?

- ☐ Spend more quality time with family and friends
- ☐ Build a stronger support system
- ☐ Communicate more openly
- ☐ Set healthy boundaries
- ☐ Other: _____

“Strong relationships make every journey brighter.”



HEALTH & WELL-BEING GOALS

How do you want to feel?

- ☐ Be more physically active
- ☐ Eat healthier foods
- ☐ Get consistent sleep
- ☐ Reduce stress and practice mindfulness
- ☐ Other: _____

“A healthier you creates a stronger tomorrow.”



FINANCIAL GOALS

What do you want to achieve financially?

- ☐ Create or stick to a budget
- ☐ Save for a specific goal
- ☐ Pay down debt
- ☐ Increase my income
- ☐ Other: _____

“Discipline today creates freedom tomorrow.”



“Set a goal so big that it excites you and a plan so clear that it empowers you.”

GOAL-SETTING TIPS



Be specific and realistic.



Break big goals into smaller steps.



Track your progress regularly.



Adjust when needed and keep going.



Celebrate your wins.



Surround yourself with people who support your goals.



Remember why it matters.

*Same Girl.
Bigger Goals.
Brighter Tomorrow.*



Dream It. Plan It. Do It.

A Brighter Future Is Yours.

Same Girl. Bigger Opportunities.
LEARN TODAY. LEAD TOMORROW.