

PERSONAL PRIORITY GRID™ (PPG)

An important step to finding clarity in your career search—or any important decision—is to establish your personal priorities. The Personal Priority Grid™ (PPG) is a powerful tool designed to help you define your preferences and true desires based on your previous experiences.

Step 1: Think about attributes of previous work that you *didn't like* and *don't want* in your next job and list them in the **Don't Want** column. It's very important to identify what you don't want because it provides contrast to identify what you do want. Examples include:

- **Work type:** Job title, job description, level of authority, scope of responsibilities, department, team, etc.
- **Schedule:** Job type (FT, PT, contract); weekly and daily work schedule, office hours, remote flexibility, location, etc.
- **Environment:** Geographical location, proximity to home, size of company, physical space, workplace culture, etc.
- **People:** Type of coworkers, bosses, business partners, personalities, behaviors, communication styles, etc.

Step 2: Referencing the **Don't Want** column, think of the attributes you *do want* in your next job and list them in the **Do Want** column. You can do this horizontally 1-for-1 (as shown the example), or by creating a list that's new. *NOTE: In this section, be sure to aim high and be as detailed as you can—this is your opportunity to *dream out loud* and ask for what you really want! Try to use **specific words** that have personal **clarity, power, and meaning** for you.

Step 3: Finally, in the center column, list what you are **Willing to Accept**. These can be incremental steps on the way to what you *do want* as well as defining the boundaries of any “deal-breakers”—the steps above what you *don't want* (i.e., nothing less than this).

Don't Want	Willing to Accept	Do Want
M-F 8-5 with no flexibility	Work from home 2-3 days a week	Flexible hours and work schedule
Micromanaging or controlling boss	Boss who is flexible and willing to learn	Supportive leader who empowers me
Unclear expectations, defined & rigid processes	Reasonably clear expectations, wiggle room re: processes	Clear expectations, freer-flowing process, long leash
(etc.)	(etc.)	(etc.)

After you've completed your PPG, align yourself to what you **Do Want** instead of what you **Don't Want**. For example, take your **new keywords** from the **Do Want** column and add them to your resume, interviewing, and conversations you have with others. Remember: The PPG is a *dynamic living document*, so continue to add more details as you gain more and more clarity. Make it happen!

Find more support, tools, and strategies for career transitions at michaelcreative.com



Personal Priority Grid™

Don't Want	Willing to Accept	Do Want