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Business Success & Happiness



IDEAL JOB CHECKLIST

By Inge Dowden





IDEAL JOB CHECKLIST

In order to find your ideal job, you first need to know what it is. Go through the following points at least, and feel free to add anything else that is important to you.

Salary

Unless you're in the very fortunate position that you have unlimited amounts of money (in which case I doubt you're reading this), you'll want to be given some money in return for the work that you do. In fact, the more unhappy you are in your job, the more important your salary becomes, but don't be side-tracked by it. It's a well-known fact that you always want to earn more money, but you also make do with what you earn. You need to look at it realistically when considering the perfect job.

You need to come up with three figures here, and do make sure you write down actual amounts:

1. How much do you need to earn to survive?

This is probably a lot less than you're currently earning. If you downsized your living arrangements, took the kids out of private school, shopped in the cheapest stores and lived a frugal life, what would you need to survive? This is still different for different people, depending on the size of their family and their responsibilities, which is why I can't give you a figure here. You need to work that out for yourself.

2. How much do you need to earn to keep you in the lifestyle that you want?

This is more likely going to be the minimum you want to earn. It's what keeps you doing what you're doing now. How much do you need to pay the mortgage, school fees, holidays and everything else that you're happy with and want to continue? Of course, if there are things you'd be willing to give up, take them off the amount, because again, we're looking for the minimum amount you would need to feel at the very least satisfied.



3. How much do you want to earn to make you feel happy or even ecstatic?

This is your aspirational salary. But don't just double what you have now or write down you want to earn a million, look at it in detail. How many holidays would you like to take? Where would you like to live? What sort of car would you like to drive? Who would you like to be able to look after? Don't make this an 'if-I-won-the-lottery' list either, make it realistic yet aspirational.

Hours worked

How much time are you able and willing to spend on work? Do you want to work full-time and if so, what does that mean to you? Is it 40 hours per week or 60? Also think about the days and times you'd like to work. Do you want a Monday-to-Friday nine-till-five job or do you want to work shifts and weekends? If you want to work part-time, how many days/hours would you like to work? Do you only want to work a certain number of months or weeks per year? Think outside the box here, and come up with the right scenario for you, which again will be very different for different people.

Geography

Where do you want to work? How much commuting time are you willing to put up with? Would you be willing to re-locate, and if so, where to? Would you like to work in a specific type of area (i.e. by the sea, in the heart of the city, in a small village) or a specific city or even country? Ideally, the more specific the better, i.e. maximum 30 minutes commute by car from my home in Lincoln. I know of someone who hated the English wintertime and wanted to live and work in Miami for 6 months of the year, whereas for others the thought of living anywhere other than the village where they were born is abhorrent.



Type of work

Do you want to work in an office or outside? Do you want to travel, either nationally or internationally, or do you want to have a desk-job based in one location? Do you want to be a leader (business owner, manager etc) or do you prefer to be part of the team? Do you want to have a certain amount of responsibility? How much authority do you want to have?

People

Do you want to work by yourself or as part of a team? What type of people would you like to work with (kids, unemployed people, old people) or would you rather work with animals or plants? Do you want to work with 'the public' or would you rather work with computers or just your colleagues?

Size & type of company

Do you want to be self-employed, work for a small company or work for a large company? Is there a specific company you'd like to work for? What values are important to you (sustainability, social awareness, fun, reputation etc) and how do they translate to business? Do you want to work for a service company or a manufacturer?

Skills

Which of your particular skills do you want to use on a daily basis? This can be things like creativity, languages, scientific research, people skills, leadership skills etc. Do you want a challenging job or do you want one that's not too taxing and allows you to focus on other things outside your job? Do you want to use your hands or your brain or both? Do you want to keep learning new things or do you want to teach? Are you an entertainer or do you want to be entertained? Do you like innovation and science? Do you want to organise things, do you like presenting in front of large numbers of people or do you want to use your analytical skills?



FINAL CHECK LIST

Salary	
Minimum	
Desired	
Aspirational	
Hours worked	
Days per week	
Hours per day	
Geography	
Length of commute	
Area	
Type of work	
Office / outside	
Travel (locally, internationally)	
Part of a team / solo	
Leader / team member	
People/animals/plants	
Type of company	
Company values	
Service / manufacture	
Self-employed / employed	
Skills used	



Business Success & Happiness

A little bit about me:

I'm the Business Growth and Happiness Coach, specialising in leadership and staff motivation. I am passionate about everyone being happy and successful at work, be that as a business owner or an employee. Because when you are happy, you are more motivated, creative and action orientated, which in turn makes you more successful.

Apart from working with owners and employees of small businesses, I also offer career coaching for people who are fed up with their job, are facing redundancy or who simply want to change careers but don't know how to go about it. I use the DISC personality profiling system to help people understand themselves and others, become better communicators and avoid conflicts in the workplace.

Inge Dowden

"Because you deserve nothing less than happiness and success"



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