

Using Your Career Portfolio to Demonstrate Your Personal Well-Being

Success in today's workplace requires embracing the many facets of our changing world and the ability to integrate them into your job, your life, and your day for your personal well-being. **Well-being** is thriving in all key areas of your life. It is how you think about and experience your life. **The more areas of your life with a strong sense of well-being, the more successful and engaged you will be on the job.** There are five major areas of well-being:

Five Major Areas of Well-Being



Purpose

Liking what you do each day and being motivated to **achieve your goals.**



Social

Having **strong, loving, and supportive relationships** in your life.



Financial

Effectively **managing your economic life** to reduce stress and **increase security.**



Community

Engaging where you live, liking where you live, feeling safe and having pride in your community.



Physical

Having good health and enough **energy to get things done** each day.

Show your personal well-being in the documents and work samples of your career portfolio:

Personal Well-Being

Proof / Work Samples

Work Philosophy & Goals



Work Philosophy Statement



Short and Long Term Goals

Résumé & Professional Bio



Work Experience

Community Service / Activities



Education/ Training



Personal Well-Being

Proof / Work Samples

Work Samples & Works in Progress



Soft Skills



Technical Skills



Transferable Skills



Abilities



Progressing Knowledge

- Skill Set sign offs
- Sample documents created
- Photos of events/ activities
- Project abstracts / evaluations
- Internship evaluations
- Letters of support / progress
- Reports created
- Presentations
- Planning documents
- Scheduling documents
- Performance Reviews

Community Service / Activities



Soft Skills



Technical Skills



Transferable Skills



Abilities



Progressing Knowledge

- Letters of Support (documenting time/ quality of performance)
- Sample documents created
- Photos of Events/ Activities

Degrees / Certifications / Licenses / Awards



- Calculation of ROI, Cost to income gain over time

References



- Letter addressing experience, contribution documenting soft skills, technical and transferable including quality of relationship

Personal Well-Being

Proof / Work Samples

Professional Memberships



- Membership Activity
- Committee Membership Outputs

Faculty & Employee Bio



- Key Skill list connecting to engagement & activity with the faculty or employer

Academic Plan of Study



- Summary of plan of study by key courses and certificate or degree to professional goal

Engaging in Life...Work, Play. It's Your Well-Being.



© 2016 Learnovation™, LLC

Phone: 317-577-1190

anna@learnovation.com

www.learnovation.com