CHAPTER 2

Getting to Know Yourself

Section 2.1
Decision Making

Section 2.2
Setting Lifestyle Goals

Exploring the Photo

Making Decisions
Finding the right career path requires an understanding of who you are and what is important to you. What values and interests will guide your career decision?
Making Decisions

How do you make decisions? Do you flip a coin? Talk to friends? Make a list of pros and cons? Decisions are not always easy to make, especially when it comes to something as important as career choice. If you are the kind of person who waits for someone else to make decisions for you, remember that you may not be happy with the outcome.

You might be surprised to know that half of all employed people simply fall into their jobs out of laziness or luck, or because they are unaware of their options. You do not have to be one of these people. You can choose a career that is right for you. Maybe you have been putting off deciding what to do after graduation. Maybe you do not know where to start. A good place to start is by learning how to make good decisions.

The Decision-Making Process

If you have ever made an important decision, you know that good decision making does not just happen. The longer a decision will affect your life, the more time you need to think about it. One of the biggest decisions in your life—your career choice—will require serious planning. This will be easier if you follow a decision-making process, which is a series of steps that can help you identify and evaluate possibilities and make a good choice.
Fig. 2.1 THE DECISION-MAKING PROCESS

**SEVEN STEPS TO A DECISION**

Following this process will help you gather and organize the information you need to make an important decision, such as a career choice. *What steps should you take before you make your decision?*

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**The Seven Steps**

Following a decision-making process may feel awkward at first as you work through the basic steps. Think of it as learning a new dance or how to play a new game. Once you know the steps, it is easier. You can even add variations to make the process fit different situations. These are the seven basic steps of the decision-making process:

1. Define your needs and wants.
2. Analyze your resources.
3. Identify your choices.
4. Gather information.
5. Evaluate your choices.
6. Make a decision.
7. Plan how to reach your goal.

*Figure 2.1* shows these steps in **sequence**. The decision-making process can be used to help you make any kind of decision. However, the process is especially helpful for making important or difficult decisions.

**Using the Decision-Making Process to Choose a Career**

You can use the seven-step decision-making process to choose a career that is right for you. As you continue through this and the next three chapters, you will use these seven steps to create a written career plan.

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Unit 1  Self-Assessment
Step 1: Define Your Needs and Wants

The path to a career starts with thinking about your goals, hopes, and dreams, as well as thinking about the lifestyle you want. Where do you want to live? Do you want to work full-time? How much money will you need to earn in order to have the lifestyle you want? In Section 2.2, you will examine your personal goals and learn why knowing your goals can help you make effective career decisions.

Step 2: Analyze Your Personal Resources

In choosing a career, your personal resources are who you are and what you have to offer an employer. Your personal resources include your values, interests, aptitudes and abilities, talents, personality traits, and learning styles. Being aware of who you are and what you have to offer will help you make good career choices. You will explore your personal resources in Section 2.2.

Step 3: Identify Your Career Choices

In this step, you will select several possible careers and match them to your personal needs and resources. You may not know which career you want yet. Like many young people, you may choose a career and then change your mind. That is part of the learning process. Just keep your mind open to life’s changes and possibilities. Chapters 3 and 4 in this book can help you research and discover your career options.

Creative Business Practices

PATAGONIA Exploring Opportunities

Patagonia, Inc., a company that makes outdoor and adventure sports gear, encourages employees to have adventures of their own. The company provides paid leave for employees who want to work as interns with non-profit groups, such as wilderness projects that help save endangered species. During internships, Patagonia employees receive their regular salary and benefits for up to 60 days. Patagonia employees have worked on projects such as the Chumbe Island Project, which encourages coral reef protection, and the Mist Preservation Society, which helps preserve the subtropical forests of New Zealand.

The Patagonia internship program benefits everyone involved. Nonprofit groups benefit from the experience of talented volunteers, employees get time away from the office to make a difference in the world, and Patagonia gets to support worthy efforts.

CRITICAL THINKING If you had the opportunity to take part in Patagonia’s internship program, which programs would interest you? Why?

@ Connect to the Real World To read more about Patagonia, visit the company’s Web site via the link on this book’s Online Learning Center through glencoe.com.
Step 4: Research Your Career Choices

After you identify possible careers, you will want to learn more about them before making a choice. In Chapter 3 you will learn how to research careers. In Chapter 4, you will explore the option of opening your own business. How well have you explored your options so far?

Step 5: Evaluate Your Career Choices

By the time you reach this step, you will have a lot of information about yourself and different career possibilities. Evaluating your career choices means looking at each career choice and thinking about whether it matches your personal needs and resources. In Chapter 5, you will learn a helpful strategy for evaluating career choices.

Steps 6 and 7: Make Your Decision and Plan How to Reach Your Goal

Though your career goal may change, it is still important for you to make a career decision and a career plan. You may discover at some point that your career goal is unrealistic or undesirable. You may have to compromise or adapt your original plan. You can then repeat the decision-making process to arrive at a new goal.

Chapter 5 in this book can also help you with these last two steps in the career decision-making process.

Section 2.1 After You Read

Review Key Concepts

1. List the seven steps in the decision-making process.
2. Explain how you would use the seven-step decision-making process to decide how to spend $1,000.
3. Describe how to identify your career choices.

Practice Academic Skills

Mathematics

4. Some people decide where to live based on living costs, such as rent. If a one-bedroom apartment that rents for $450 in Detroit rents for 250% of that price in Manhattan, what is the rent in Manhattan?

**Concept:** Multiply by Percents Greater than 100

Percents greater than 100 represent values greater than one. They can be converted to mixed numbers or decimals greater than one.

**Step 1:** Change the percent (250%) to a decimal greater than one.
**Step 2:** Multiply this decimal by the number ($450). Be sure the decimal point is in the right place in your answer.

For math help, go to the Math Appendix located at the back of this book.
Setting Lifestyle Goals

**Reading Guide**

**Before You Read**

**Preview** Choose a Key Term or Academic Vocabulary word that is new to you. When you find it in the text, write down the definition.

**Read to Learn**

- How to determine your values, interests, aptitudes, and abilities
- The importance of a good self-concept in choosing a career
- How to identify your personality and learning styles and match them to career choices

**Main Idea**

Developing a good self-concept and using it to guide your career decisions will help you lead a rewarding, enjoyable life.

**Key Concepts**

- Your Lifestyle Goals
- Your Values
- Your Interests
- Your Aptitudes and Abilities
- Your Personality and Learning Styles

**Key Terms**

- lifestyle goals
- values
- data
- aptitude
- ability
- personality
- self-concept
- learning styles

**Academic Vocabulary**

You will find this word in your reading and on your tests. Use the academic vocabulary glossary to look up its definition if necessary.

- examine

**Graphic Organizer**

As you read, list your values, aptitudes and abilities, and personality traits. Continue adding to your list after you have finished reading. Use a three-column chart like the one shown to help you organize your information.

<table>
<thead>
<tr>
<th>Values</th>
<th>Aptitudes and Abilities</th>
<th>Personality Traits</th>
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</table>

**LogOn** Go to this book’s Online Learning Center through glencoe.com for an online version of this graphic organizer.

**Academic Standards**

**English Language Arts**

- Read texts to acquire new information. (NCTE 1)
- Develop an understanding of diversity in language across cultures. (NCTE 9)

**Mathematics**

- Compute fluently and make reasonable estimates
Your Lifestyle Goals

By getting to know yourself, you can plan your future and choose a career you will want to pursue. You can begin this inward exploration by considering your lifestyle goals.

Your lifestyle goals are the ways you want to spend your time, energy, and resources in the future. Consider the lifestyle you would like to have someday. Ask yourself a few questions:

- What do you want to accomplish in life?
- Where would you like to live? For example, would you like to live in a house or an apartment? In the city or the country?
- How do you want to spend your free time?
- Do you want a lot of money or just enough to be comfortable?
- Do you plan to have a family?

Now imagine your life five or ten years from today. Write about or sketch the life you want. What career or careers would make this lifestyle possible? To determine if these careers are realistic choices for you, you need to examine yourself and what you want from life.

EXPLAIN How can knowing your lifestyle goals help you decide on a career?
Your Values

Becoming aware of your values is an important part of getting to know yourself. Your values are your beliefs and principles. They define who you are, shape your attitudes and choices, and help you set priorities.

You can determine your values by thinking about what is really important to you. For example, if you spend a lot of time playing guitar and listening to music, one of your values may be artistic expression. If you like activities such as volunteering at a local nursing home, you probably value helping others. Choosing a career that matches your values can help ensure that you will enjoy your work. It will also give you a sense of self-fulfillment. As you think about a future career, you should consider how well that career suits your values.

Six General Values

Values may change as you go through life. However, you may keep a core set of values that you learned early in your life from people who were important to you. These people may include family, teachers, and friends. Values are also influenced by spiritual beliefs, society, and personal experiences. To help determine your current values, consider the following list of six general values. Which ones are important to you? Which ones concern you less? Can you think of careers suited to each value? Do any of these careers appeal to you?

- **Responsibility** Being responsible means fulfilling obligations in a dependable and trustworthy way.
- **Relationships** If you value relationships, your family and friends are important to you. You may make career decisions that allow you to work with people you like or to live near your family.
- **Compassion** Compassion is caring deeply about people and their well-being. You may also feel compassion for other creatures, such as lost or endangered animals.
- **Courage** Courage is the ability to overcome difficulties or to conquer fear or despair. You use courage, for example, when you speak up for an unpopular cause.
- **Achievement** Valuing achievement means you want to succeed in whatever you do, whether you are an artist or an auto mechanic.
- **Recognition** If you value recognition, you want other people to appreciate and respect your accomplishments. You want to be rewarded for your work.
Now make your own list, and rank your values in order of importance. You may include some or all of the six general values, and you may add as many others as you wish. Keep this list for later use. Can you imagine a career that would satisfy your particular mix of values?

**Putting Your Values into Practice**

While many people may share the same value—for example, the value of helping others—each person may put that value into practice in a different way. In trying to match a career to your set of values, you will probably find that you have many choices. For instance, you may decide helping others is one of your values. Jobs that match that value include librarian, teacher, and nurse’s aide. Which one should you pursue? To narrow your choices, consider your interests.

**Reading Check**  **EVALUATE** What are three values that are most important to you?

**Your Interests**

In addition to considering your values, you should pay attention to your interests when choosing a career. Your interests are the things you enjoy doing. For example, you may like singing in a choir or collecting rocks. If you are not sure what your interests are, one way to find out is to try new activities. Take a karate class, for example, or volunteer at an animal shelter or a senior center.

**ACTING ON VALUES**

Some people choose jobs that allow them to put their values into practice. What might this computer programmer’s choice to work with seniors at a community center say about her values?
CALLING IN SICK
Is it ever okay to tell a lie?

VACATION DAYS You recently started a new job at an office supply store. You can’t take vacation days until you have been there for three months, but you can take sick days whenever you need them. Before you got your job, you and your friends had planned to go to the beach tomorrow. You really want to go since you have not been able to hang out with your friends much since you started your job.

What Would You Do? Will you lie to your boss and say you are sick so you can go to the beach?

DISCUSS IT Lying often has consequences you cannot predict. For instance, what if the store is suddenly busy? Is it fair for the store manager to do all the work herself when she is paying you to help her? What if she finds out you went to the beach? How does that affect your reputation? Brainstorm the possible consequences of calling in sick and going to work and share them with the class.

Favorite Activities
You probably already enjoy a variety of activities, so make a list of your ten favorite activities and rank them in order of preference. Think of activities you like to do with friends or by yourself—at school, at home, at work, or outdoors. You can add this list to your Personal Academic and Career Portfolio.

Data, People, or Things?
Identifying your interests can help you recognize whether you would prefer to work with data, people, or things.

Data refer to information, knowledge, ideas, facts, words, symbols, figures, and statistics. Accountants, librarians, physicists, and proofreaders are examples of people who work with data.

Those individuals who prefer to work with people may enjoy careers that involve working with others, such as teaching, counseling, or training rescue dogs and their handlers.

Working with things may involve handling physical objects of any size, such as instruments, tools, plants, machinery, equipment, raw materials, and vehicles. Because many careers involve combinations of data, people, and things, think about which area you would like to be your main focus. For example, a technical support representative for a computer company may work with data, in creating codes and logging calls; people, in answering calls and helping customers with technical problems; and things, in determining how to fix malfunctioning equipment.
WHO ARE YOU?
Knowing your values, interests, aptitudes and abilities, personality, and learning styles will help you choose a career. What do you think are this person’s interests?

Interest and Aptitude Assessment

Another way to identify your interests is to take a formal career interest and aptitude assessment, which is like a test that has no right or wrong answers. You choose from a long list of activities and aptitudes to determine which ones you have. Then you match your interests and aptitudes to possible careers. Ask your teacher or guidance counselor for help in locating and completing such a survey.

EXPLAIN How can you determine what your interests are?

Your Aptitudes and Abilities

Now that you have identified some of your values and interests, you should consider your aptitudes and abilities. An aptitude is a potential for learning a certain skill. An ability is a skill you have already developed. Think of them as the “before” and “after” of learning a skill. Suppose you discover that you have the knack for training your new dog. If you study and work to become a professional dog trainer, your aptitude will become your ability.

How do you discover your aptitudes and abilities? First, you need to realize that there are many kinds of skills. Thinking creatively, making decisions, knowing how to learn, and seeing things in the mind’s eye are all skills important to your success. Other skills, such as running and welding, involve physical abilities. What other skills can you name?
Identifying Your Aptitudes and Abilities

To get a clear picture of your aptitudes and abilities, list as many of your skills as you can. Need help? Try these techniques:
• Make a three-column chart with the headings Mental, Physical, and Social. List aptitudes and abilities in each column.
• Ask friends or family members what they think your aptitudes and abilities are. What ideas do they have?

Matching Your Aptitudes and Abilities to Careers

Review your list of aptitudes and abilities, and try to think of at least one career that requires each of your skills. For example, if one of your aptitudes is caring for children, you might choose a career as a teacher. Finding a realistic career match for your aptitudes and abilities will help you find work you enjoy.

READING CHECK

CONTRAST What is the difference between an aptitude and an ability?

The 21st Century Workplace

Language Reflects Culture

Japanese contains many words that express specifically Japanese ideas and customs. The majority of these words do not have corresponding words in other languages. For example, the Japanese concept wasabi represents an approach to things that celebrates beauty that is natural or subtle.

The Japanese language also features an honorific system called keigo, which allows the speaker to express various levels of politeness and formality. Understanding these and other language subtleties can benefit workers and others who interact with Japanese speakers.

CRITICAL THINKING

Why might visitors to Japan benefit from an understanding of keigo?

In Your Community

Language is often closely linked to culture. Identify some examples of how language and culture are linked in your community or another community that interests you. Share your findings with the class in a two- to five-minute oral presentation.

COMMON JAPANESE WORDS AND PHRASES

<table>
<thead>
<tr>
<th>English</th>
<th>Japanese</th>
</tr>
</thead>
<tbody>
<tr>
<td>good day</td>
<td>kon-nichi wa</td>
</tr>
<tr>
<td>goodbye</td>
<td>sayonara</td>
</tr>
<tr>
<td>yes</td>
<td>hai</td>
</tr>
<tr>
<td>no</td>
<td>iie</td>
</tr>
<tr>
<td>please</td>
<td>onegaishimasu</td>
</tr>
<tr>
<td>good</td>
<td>i desu</td>
</tr>
<tr>
<td>thank you</td>
<td>dōmo arigatō/ gezaimasu</td>
</tr>
<tr>
<td>you’re welcome</td>
<td>doshitaashimasite</td>
</tr>
<tr>
<td>sorry/excuse me</td>
<td>sunimasen</td>
</tr>
</tbody>
</table>

Extend Your Learning: The Japanese use three different writing systems: hiragana, katakana, and kanji. For links to Web sites about the Japanese writing systems, go to this book’s OLC through glencoe.com.
Your Personality and Learning Styles

Your personality should also influence your career choice. Your personality is your unique combination of attitudes, behaviors, and characteristics. These qualities and characteristics define who you are as an individual. To explore your personality, you need to examine your self-concept and styles of learning.

Your Self-Concept

The way you see yourself is your self-concept. When you think of yourself, do you think of someone who is confident, curious, dependable, or funny? Some of your personality traits may seem to contradict one another. For example, you may feel shy in new situations but outgoing in familiar surroundings. However, you probably have a fairly consistent self-concept. Your self-concept is the kind of person you think you are.

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**Figure 2.2**

**EIGHT LEARNING STYLES**

<table>
<thead>
<tr>
<th>Type of Learner</th>
<th>Likes</th>
<th>Best Ways to Learn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal/Linguistic</td>
<td>Likes to read, write, and tell stories</td>
<td>Saying, hearing, and seeing words</td>
</tr>
<tr>
<td>Logical/Mathematical</td>
<td>Likes to experiment, work with numbers, and explore patterns and relationships</td>
<td>Making categories, classifying, and working with patterns</td>
</tr>
<tr>
<td>Visual/Spatial</td>
<td>Likes to draw, build, design, and create things</td>
<td>Using the mind’s eye and working with colors and pictures</td>
</tr>
<tr>
<td>Rhythmic/Musical</td>
<td>Likes to sing, hum, play an instrument, and listen to music</td>
<td>Through rhythm and melody</td>
</tr>
<tr>
<td>Bodily/Kinesthetic</td>
<td>Likes to touch and move around</td>
<td>Interacting with people and objects</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Likes having lots of friends, talking to people, and joining groups</td>
<td>Sharing, comparing, and cooperating</td>
</tr>
<tr>
<td>Intrapersonal</td>
<td>Likes to work alone and pursue interests at own pace</td>
<td>Through independent study</td>
</tr>
<tr>
<td>Naturalistic</td>
<td>Likes to spend time outdoors and work with plants, animals, and other parts of the natural world</td>
<td>Recognizing patterns, sorting, and classifying</td>
</tr>
</tbody>
</table>

**HOW DO YOU LEARN?**

While most people may have a preferred learning style, many people use more than one depending on the situation. *How can knowing your learning styles help you decide on a career?*
Different Learning Styles

The different ways in which people naturally think and learn are called learning styles. Being aware of your own learning styles helps you to determine the best way to learn something. It will also help you choose a career. You will do well in a career that suits your strongest learning style. Look at the learning styles listed in Figure 2.2 on page 42. Which styles apply to you?

Knowing what makes you who you are gives you a great advantage as you explore career choices. In this chapter, you have learned about values and interests, aptitudes and abilities, personality, and learning styles. Do you know yourself better? Write a description of yourself that includes your values, interests, aptitudes and abilities, and personality traits and learning styles. Use art materials or computer software to add a photo or drawing if you wish.

Determining Your Personality Type

Psychologists, counselors, and human resources professionals use many tests to determine an individual’s personality type. Knowing your personality type can help you understand your natural abilities and which careers would suit you best. No personality is better than another, but some personality characteristics may help you succeed in a certain profession. For example, a sociable person might do better in a career in sales than a person who is reserved. A curious, independent person might do well as a scientist. Personality characteristics such as self-discipline, persistence, and self-motivation are useful in any career.

Personality tests can also help you understand how you behave in social situations. Perhaps you enjoy helping others or you are good at motivating people. Maybe you prefer to work alone. Understanding your personality can help you communicate with others in both life and work.

Section 2.2 After You Read

Review Key Concepts

1. List the differences between an aptitude and an ability.
2. Explain how your values can influence the career choice you might make.
3. Explain how knowing your learning style can help you select a career.

Practice Academic Skills

English Language Arts

4. Choose a career that interests you. Describe how the career involves data, people, or things in a three-paragraph summary.
5. Research careers that would fit someone with a naturalistic learning style. Choose one and prepare a three-minute oral report describing the career.

Check your answers at this book’s OLC through glencoe.com.