BRUCE A. THOMAS

LEADERSHIP & DEVELOPMENT

Growing People, Teams, and Organizations for Greatness!



Career Discovery & Growth Workbook

A Practical Guide to Discovering Your Potential, Maximizing Your Strengths, and Taking Charge of Your Professional Future.



Welcome & How to Use

A personal growth journey, not a test

Your career is more than a job title. This workbook helps you recognize what energizes you, name the strengths you bring, identify development priorities, and create a practical path forward.

Work at your own pace. Write candidly, look for repeated themes, and revisit your answers as your career evolves. Save a copy of this PDF before and after completing the fields.

Your pathway: 1. Discover 2. Recognize strengths 3. Boost strengths 4. SWOT 5. Develop 6. Define direction 7. Act 8. Review.

What would make this workbook valuable to you right now?

Where are you in your career today, and what change are you hoping for?

What one outcome would you like to achieve within 90 days?

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1 | Discover Your Career Identity

Explore interests, motivations, values, and patterns

What did you want to be when you were younger, and what attracted you to it?

Which parts of your current or previous work have felt most enjoyable or meaningful?

What hobbies, interests, or causes consistently energize you?

What qualities do you value most in people you enjoy working with?

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1 | Look for the Threads

Career discovery continued

If financial pressure were removed, how would you choose to spend your working time?

What qualities of your own do you most enjoy using?

What dreams, ambitions, or career interests have you set aside?

What three recurring themes do you notice in your answers?

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2 | Recognize Your Strengths

Identify skills, talents, and evidence

What do you consistently do well? What do others seek your help with?

Describe two accomplishments you are proud of. What strengths made them possible?

What positive feedback have colleagues, supervisors, or clients given you?

What are your three signature strengths? Include an example of each in action.

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3 | Boost Your Strengths

Turn your best qualities into greater impact

Strength 1: Name it and explain where you already use it.

Strength 1: How could you use it more, and what action will you take this week?

Strength 2: Name it and explain where you already use it.

Strength 2: How could you use it more, and what action will you take this week?

Strength 3: Name it and explain where you already use it.

Strength 3: How could you use it more, and what action will you take this week?

4 | Your Personal SWOT

Consider both your perspective and feedback from others

S = Strengths (internal) W = Weaknesses / growth areas (internal) O = Opportunities (external) T = Threats / obstacles (external).

STRENGTHS: What skills, achievements, relationships, or qualities distinguish you?

WEAKNESSES / GROWTH AREAS: What skills or habits need attention?

OPPORTUNITIES: What projects, learning, mentors, or trends could benefit you?

THREATS / OBSTACLES: What barriers or changing conditions could limit progress?

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4 | Turn Insight into Strategy

Use your SWOT to make informed choices

Which strength could help you seize your most promising opportunity?

Which development area, if addressed, would reduce an important obstacle?

What is one opportunity you can explore in the next 30 days?

What support, resources, or relationships could help you move forward?

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5 | Professional Growth Priorities

Choose development areas that matter to your goals

Consider communication, collaboration, leadership, emotional intelligence, problem-solving, digital/technical skills, adaptability, and strategic thinking. Choose priorities based on your career goals—not someone else's expectations.

Which two capabilities would most improve your effectiveness or career readiness?

What evidence or feedback tells you these are growth priorities?

What learning, stretch assignments, practice, or mentoring could help?

How will you demonstrate improvement in real work situations?

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6 | Define Your Career Direction

Create a meaningful, realistic career vision

What would a fulfilling professional life look like 1–3 years from now?

Which roles, projects, industries, or leadership opportunities interest you?

What personal values or non-negotiables should guide your decisions?

Complete: I want to contribute _____ by using _____ so that _____.

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7 | Your 90-Day Growth Plan

Translate reflection into measurable action

GOAL: What specific career or development result will you achieve in 90 days?

SUCCESS MEASURE: How will you know you have achieved it?

FIRST 30 DAYS: What actions will you take, and by when?

DAYS 31–60: What will you practice, build, or complete?

DAYS 61–90: How will you demonstrate results and sustain progress?

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8 | Review, Reflect & Grow

Revisit at 30, 60, and 90 days

What actions have you completed? What evidence of progress do you see?

Which strengths did you use most effectively?

What obstacles arose, and what adjustments will you make?

What is your next meaningful career-growth commitment?

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Career Growth Snapshot

Rate yourself before you begin, then revisit in 90 days

Career clarity (1–10): What score would you give yourself today and why?

Strengths utilization (1–10): How often are you using your best abilities?

Career confidence (1–10): How prepared do you feel for your next step?

Professional growth (1–10): How consistently are you learning and developing?

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Professional Competency Check

Use a 1–5 scale: 1 = developing, 5 = consistently effective

Communication and listening: Current rating / evidence / desired rating

Leadership and influence: Current rating / evidence / desired rating

Adaptability and problem-solving: Current rating / evidence / desired rating

Collaboration and emotional intelligence: Current rating / evidence / desired rating

Role-specific or digital skills: Current rating / evidence / desired rating

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Your Career Growth Support Network

Growth happens through learning, relationships, and practice

Who could provide useful feedback on your strengths and development needs?

Which mentor, sponsor, peer, or coach could help you explore opportunities?

What specific conversation will you initiate in the next two weeks?

What stretch assignment or practical experience could accelerate your growth?

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30 / 60 / 90-Day Progress Check

Track evidence, not just intentions

30 DAYS: Completed actions, results, and lessons learned

60 DAYS: New skills demonstrated, feedback received, and obstacles addressed

90 DAYS: Outcomes achieved, impact created, and next steps

AFTER 90 DAYS: Re-rate your career clarity, strengths use, confidence, and growth (1–10 each)

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About Bruce Allen Thomas

Executive coach | Leadership development professional | Trainer



Bruce Allen Thomas helps individuals, leaders, teams, and organizations develop their potential and pursue meaningful growth.

He brings 42 years of public service experience, including 22 years in the U.S. Air Force and 21 years of federal civilian service. He retired as a senior federal leader in 2025.

Bruce is an International Coaching Federation Professional Certified Coach (PCC), a member of the Maxwell Leadership Certified Team, and a Dale Carnegie certified leadership trainer.

His approach combines practical leadership development, thoughtful reflection, and action-oriented coaching to help people move forward with purpose.

Growing People, Teams, and Organizations for Greatness.

Explore coaching and leadership development services:

bathomasleadership.com

Your career is not standing still. Keep learning, growing, and leading.

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