

## **Employment Plan Worksheet**

## **Size Up Your Situation**

The first step toward making any adjustment in your life is to size up your current situation. This will help you focus on those items you know you need to change first, and the ones you can live with for a while. Put an 'x' in the appropriate column.

·	No change needed	Change within 1 year	Change within 3 years	Change within 5 years
My current income needed to meet my				
regular financial obligations.				
My current income left for spending,				
recreation and vacations.				
My current income left for savings and retirement.				
My level of confidence (or stress) in meeting my financial obligations.				
My satisfaction with my current employment situation.				
My degree of job security in my current				
workplace.				
My satisfaction with my workplace				
location and environment.				
My satisfaction with my workplace				
conditions.				
My satisfaction with the benefits my				
employer offers.				
My level of confidence that my work is				
valued by my employer.				
My level of confidence that my work skills				
are valued outside of my current				
employment situation.				
My level of confidence that I am taking				
full advantage of the benefits my				
employer offers.				
My level of confidence that I am				
withholding the right amount and				
claiming the right number of allowances				
on my W-4.				

