



First Steps: A Professional Development Checklist

To Do	Target Date	Completion Date	Description	Click Access
<i>Knowing Yourself Better</i>				
<input type="checkbox"/>			Complete Prioritizing Your Values Tool	Use this tool and its 78 different statements to rank your values by category https://bit.ly/NDWorkValuesTool
<input type="checkbox"/>			Complete ND Work Values Inventory Tool	Use this tool to weigh the importance of workplace themes and practices to you https://bit.ly/WorkValuesInventory
<input type="checkbox"/>			Complete Big Five Personality Assessment	Free online test will provide you a contrast to MBTI assessment https://bit.ly/NDFreeBigFiveTest
<i>Planning Your First Professional Steps</i>				
<input type="checkbox"/>			Assess Geographical Options and Limitations on Your Choices	Where can you go/not go? Relationship Impact? Assess Cost of Living Differences https://bit.ly/CompareCostofPlaces
<input type="checkbox"/>			Assess Your Financial Position and Impacts on Your Choices	How will your finances influence your choices? Learn budgeting here https://bit.ly/NDLSHowToBudget
<input type="checkbox"/>			Assess Significance of Workload Factors on Your Choices	Expectations of effort vary greatly. Read this article on billable hours and your schedule https://bit.ly/BillableHourTruth
<i>Pulling the Pieces Together</i>				
<input type="checkbox"/>			Attend CDO Professional Development Practice Area Sessions	Week of September 6th, 2021 ... click link for more information
<input type="checkbox"/>			Attend Initial Appointment with CDO	A meeting with a CDO Counselor will help you pull pieces together
<input type="checkbox"/>			Complete the Individual Professional Development Plan	The Notre Dame CDO Individual Professional Development Plan helps collate your thoughts. https://bit.ly/NDLSPDP2019
<input type="checkbox"/>			Complete the Professional Compass Tool	A broad examination of your life deeper dive into of your life to help build a lifelong path. https://bit.ly/LawyersCompass