

## **Finding the Ideal Organisation for You**

Why would you want to work for anything other than your ideal organisation?  
Having said that, how clear are you about what your ideal organisation looks like?

Most of us have some idea about where we would ideally like to work but we may not have spent as much time as we could in really evaluating and reflecting on this. It can be extremely useful to take the time to analyse and identify the key factors that would make for an ideal organisation for you so that when the opportunity arises you can find it.

This worksheet helps you to be specific about what your ideal organisation looks like, what it may be doing, what industry/sector it is in and to identify the criteria that you may want to use for finding it in the future.

### **Follow this five-step process...**

We have outlined 5 steps to help you explore, evaluate and define the type of organisation that you would ideally like to be involved with.

To understand what would make up your ideal organisation we would like to encourage you to explore the following steps:

#### **1) Getting to know your ideal organisation**

#### **2) Identifying your ideal role**

#### **3) Exploring what success looks like**

#### **4) Identifying your ideal boss**

#### **5) Other key criteria**

**Step one: Getting to know your ideal organisation**

In order to start visualising and defining what your ideal organisation looks like we have 2 key questions for you to think about:

What would you like your ideal organisation to do?

How large is your ideal organisation?

To help you answer these key questions you may want to think about:

What sector?

How many people?

What kind of culture?

What size turnover?

Is it a global or not?

Company mission?

It's impact on others?



**Step two: Identifying your ideal role**

In this step we want to spend a bit of time scoping out what your ideal role looks like. What are the key elements that need to be present in order to make this your ideal role?

Using the table below, list the various elements that are important to you and mark with a tick or score them (out of 5), based on whether they are a 'must have' or 'nice to have'.

KEY JOB ELEMENT	MUST HAVE	NICE TO HAVE

Different elements to consider may include your:

RESPONSIBILITIES

SIZE OF BUDGET

AMOUNT OF  
TRAVEL

TIME AWAY FROM  
HOME

NO. OF PEOPLE  
YOU ARE  
RESPONSIBLE FOR

INNOVATION &  
CREATIVITY IN  
THINKING

WORK  
ENVIRONMENT

AMOUNT OF  
TRAVEL

CULTURE

FLEXIBILITY



**Step three: Exploring what success looks like**

Before you step into your ideal role with your ideal organisation, let's also think about what you would like your measure of success to be there? Whether you stay for a short period or for a longer period it can be useful to define what your measures of success will be so that you have a clear way to judge whether you have found the right place for you or not.

List the measures of success that signify to you that you have got to where you want to be and then add in what success looks like to you in the table below:

MEASURE OF SUCCESS (outline the goals)	WHAT SUCCESS LOOKS LIKE (describe them)



Some examples of goals and measures of success that you may want to consider include:

**EXCEEDING EXPECTATIONS**

**MEETING TIGHT DEADLINES**

**CONTRIBUTING TO SUCCESSFUL PROJECTS**

**INCREASING SALES**

**CREATING NEW PRODUCTS / SERVICES**

**ENTERING NEW MARKETS**

**DEVELOPING COLLEAGUES**

**ACHIEVING KEY TARGETS**



**Step four: Identifying your ideal boss**

Who your boss is and how you interact with them can form a key part to your success in terms of enjoying a role and finding it fulfilling. If you have a bad boss, you are unlikely to feel as though you have found an ideal organisation and working environment and so it can be useful to define what makes up the perfect boss for you.

What characteristics does your boss need to have to suit you best?

You can use the table below to define each of these characteristics and the level of importance to you so that you can refer to this.

CHARACTERISTICS	LEVEL OF IMPORTANCE (score out of 10, with 10 being the highest)

Some aspects that you may want to think about for your boss could be to do with:

Leadership

Trust

Ability to Listen

Having things in common

Experience

Understanding

Patience

Support



**Step five: Other key criteria**

After completing the four steps above you will hopefully have a much deeper understanding of the different elements that make up the ideal organisation for you. A few other elements that you may want to think about include:

**Your preferred location**

**(Where is this?**

**What does it look like?)**

**The commute time to work**

**(How long is ideal?**

**What mode of transport do you want to be using?)**

**The amount of time you work from home**

**(Is flexible working important?**

**Do you want to be at home for part or all of the time?)**

**Your salary package (and the different components to this)**

**(What do you want? What do you need?**

**What would be nice to have?)**

**Your overall rating for any job that gets analysed against the criteria in this worksheet**

**(What is acceptable or not?**

**What can you change or not?)**

We hope you have found this worksheet helpful and useful.