

# Create a Positive Summary

Use this desk aid to help fill out the topics in the **My Positive Summary PDF document**.  
With the person you support, summarize what you learned together through person-centered career planning.

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## 1. What I want

**Capture the person's goals and vision for the future—what is their ideal job and why?**

The sky is the limit! Don't worry if the person's vision is realistic and avoid "Yes, buts..." Dreams and goals paint the "big picture" and point to what is important to a person.

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## 2. What I don't want in a job

**Identify the person's dislikes and things to avoid in a job.** We all have dislikes—things we have no interest in, things we would prefer to avoid and things that make us uncomfortable. If the person has negative work-related experiences, capture what they didn't like about the work.

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## 3. My interests

**List hobbies or activities the person enjoys.** What grabs the person's attention? What do they do for fun? How do they spend their free time? If someone is unsure or has limited interests, consider ways to explore new things. Often a person's hobbies and what they do for fun can give ideas of job areas to pursue.

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## 4. My resources and supports

**List resources that can help the person reach their work goals.** Include resources they have and resources they need. Capture formal and informal resources, and paid and unpaid supports. Include things like family, technology, community resources, benefits or programs, and people or businesses that could be helpful in finding a job.

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## 5. My transportation

**Capture how the person gets around in the community and how they might get to work.**

Highlight skills and resources they have now, and what they might need to develop for success.

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## 6. My home

**Document housing considerations that could impact the person's success at work.** Consider things that might be changing for the person. Are they planning a move? How far away from home are they willing to work? Are there things about their home life, like family schedules, that could impact work?

## Create a Positive Summary (continued)

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### 7. My talents, skills and knowledge

**Capture the person's talents, skills and education highlights.** What is the person proud of? What are they good at? Think about what the person shared, what others have shared, and what you observed. Examples might include things like music, athletics, noticing details, comforting others, etc.

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### 8. My experiences

**Summarize the person's employment or skill-building experiences and what they liked and disliked about them.** Include work and activities that have helped the person develop skills. Examples include using the internet, cooking, pet care, laundry, gardening, or using equipment. Capture experiences and activities you've done together. Include what you learned, what the person learned, what they liked and what they didn't like.

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### 9. Other things we learned

**Include additional points important to know in guiding the person's job search.** Think about positive personality traits, how they learn best, core values, specific challenges and possible solutions, and what you like and admire about the person.

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### 10. Conditions for success

**Identify conditions important for the person to be successful in a job. Think about:**

- Preferred work environments, such as quiet or noisy, fast paced or relaxed, indoors or outdoors, visible or tucked away, etc.
  - Type of work tasks, such as routine and predictable, different and changing, etc.
  - Medical or physical needs, such as sitting/standing requirements, allergies, lifting restrictions, etc.
  - Schedule requirements
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### 11. Possibilities and ideas for work

**Record the person's work goals and ideas for potential jobs, job tasks and types of businesses to target.** Identify employment options that align with the person's vision for work. List things like businesses of interest to the person, job possibilities to explore, actions to take, people to meet, how much the person expects to earn, and how many hours a week they want to work.

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**When you're done, share the Positive Summary with the person you're supporting and with the other people who are supporting them with their job goals (with the person's permission).**