

Making Career Transitions:

Successfully Navigate to Your New Future

5/12/09 Part 3 of 3 –Getting into Action and Staying the Course

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More Strategies and Tips to Help with Your Transition

Develop a commitment to action! It is important to set a plan with actions that you are excited about. Your excitement will give you the energy to stay the course on your journey. Your actions should be aligned with how you defined success and your vision.

1. Develop Your Vision and Personal Transition Plan.

Start with knowing how you define success. Your vision is your guiding star that incorporates your definition of success. Here are some tools to help you:

- Develop a vision board that includes images and words that you can keep in front of you every day.
- Write out and speak your vision as if it is already happening.
- Take time to reflect and be quiet to paint your own vision.

As Stephen Covey, author of *The Seven Habits of Highly Effective People*, says “Keep the end in mind.”

The basics of your career transition plan could look something like this:

- Financial:** Identify your own financial obligations and plan accordingly.
- Mental:** Keep those negative voices under control. Celebrate and reward yourself for milestones achieved along the way. Turn your thinking from **HAVE-DO- BE** to **BE-DO-HAVE**. Most people think: When I have that job I will be able to do ...and then I will be happy. Allow yourself to live more authentically and change to this order to BE- DO- HAVE:

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| <ul style="list-style-type: none">○ BE (Define-Who do I want to be and how do I want my life to be)○ DO (I will be doing...helping others, etc.)○ HAVE (Then I will have the life I want!) |
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- Emotional:** Identify ways to overcome the fears you may have. Find or ask for emotional support from friends, family, or a career coach who can help steady your course as you make the transition in your career and life.

- Set SMART goals:**

S – *Specific* based on exactly on want. The clearer you can be the better.

M – *Measurable* to track your progress.

A – *Aligned* with your definition of success (compass - interests, values, etc.)

R – *Realistic* so that you can achieve it in the timeframe you believe.

T – *Time-bound* with a beginning and ending date.

2. Ask For Help!

When you get stuck, partner with someone who can help or support you. Find a buddy (someone who may be in a transition too, someone who cares about your success).

- Ask for help – Be specific about what you need and want.
- Ask others about their own success, “How did you do.....”
- Be polite – I’m wondering if you might help.
- Thank them and offer to help them in return.

Many people may be willing to help and may not know how unless you ask.

3. Turn obstacles into stepping stones to lead you to your success.

Remember that sometimes obstacles or road blocks are things to learn from and can direct your path. Sometimes a loss is also a way to identify what is REALLY important.

Be sure to visit our First Coast Coaches Association website at www.fccajax.com to learn more about coaching and coaches who can support you in your transition.

Thank You for Joining Us!



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