



Career Clarity For Adults from Transition Masters

Gaining a Clear Path
To Your Next Work
Opportunity

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THE GREATEST TRAGEDY IN
LIFE IS NOT DEATH, BUT LIVING
LIFE WITHOUT PURPOSE OR
DIRECTION.

THIS PROGRAM IS DEDICATED
TO THOSE SEEKING CAREER
DIRECTION.

Your Name:

Your Contact Information:

Career Clarity Workbook

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Career Clarity for Adults Program

Careers change. According to the US Bureau of Labor and Statistics, adults 40 years and up will change careers an average of **3 times** during their working life. People under age 30 will change careers an average of **6 times** during their working life, primarily due to rapid changes in technology. Where do you learn how to make these dramatic changes? Schools don't teach it – they are focused on academic achievement – not career achievement.

A "Career" is defined as an occupation undertaken for a significant period of a person's life and with opportunities for progress. A "job" is a subset of a career and lasts for an average of 2 to 5 years. A person over 40 experiences an average of 10 jobs during their working years. Where do we learn how to change jobs? Not in school.

Why is this program important for you?

87% of Americans dislike their jobs.

33% of Americans hate their jobs.

25% of employees view their job as the #1 stressor in their life.

70% of people are not motivated to perform the basics of their jobs.

72% of people work without enthusiasm or passion.

71% of hourly, nonunion employees are currently looking for new jobs.

67% of Americans labor in the wrong career field.

41% of Americans live from paycheck to paycheck.

Source: US Bureau of Labor and Statistics and “Caught Between a Dream and a Job” by Delatorro McNeal II.

These are very real problems that can be solved if people knew how to find work that is designed for them instead of taking whatever job is currently being offered.

This program is designed to help people discover careers which lead to productive and satisfying work. The program, “Career Clarity for Adults”, focuses on your interests, skills and accomplishments. There are two companion courses to Clarity for Adults. They are “What Color is your Parachute for Teens” for 16-to-22 year old persons, and “Career Clarity for Part Timers” with a focus on seniors and entrepreneurs looking for part time work. (Available Fall 2019)

The program will require you to do some work. After all, this is your future you are planning here

Your program roadmap:

We begin by asking you to assess your current situation. Every situation is different. You may be seeking full-time employment with benefits, or part-time employment. You may currently have additional sources of income or you may be the sole provider without income. You may have external factors that limit your ability to work full time. These are all things that need to be considered as you plan your future career. You may consider this information to be personal. This workbook is your planning document and will be shared with no one. You may choose to share your information with your assigned coach, who agrees not to disclose any of your personal information.

The “Your Solution” section is where you will record a summary of the information you create as you proceed through the program.

Your skills, accomplishments, interests, and who you like to work with, will be vital in determining a career path that brings joy to your work life.

The first section asks you to identify your specific skills from a list. This list assesses the skills you have learned from previous work experiences.

Next you will be asked to describe your past accomplishments. These may be work related or personal accomplishments. You are going to define the skills you used to create those accomplishments.

The next step is determining your specific interests. You will answer questions that will help develop your preferred work profile.

Then, you get to “Find Your Group”. This means you will identify the type of people you want to work with. This will result in a three letter “Holland Code” which will help you choose from over 900 different occupations. You will then take an online quiz to double check your Holland code letters.

If you need additional education, training, or certifications you will document this including where, the cost and length of time of training to prepare you for the types of work you are seeking.

Then you will enter your skills into a job search engine to see exactly what companies are looking for someone with your skills!

After narrowing your list of potential occupations and jobs, you will research the annual compensation for those jobs, and estimate your annual living expenses.

The next step is researching job details by interviewing people who already do this work. This important step will solidify your occupation/job choice.

The last section of the program entails goal setting, and writing your Plan A and Plan B.

Whew! Sounds like a lot of work! It is and you can do it! Creating and executing this plan will be your best insurance against becoming part of the statistics mentioned earlier!

You will be assigned a coach to check on your progress and help guide you through the process. Your next move will be your decision, not the coach’s, not your parents or friends – this program is your ticket to your future freedom! Let’s get started!

Your Situation

The answers to these questions are for you and your assigned coach. No one else will see them.

What is your current work status? Select appropriate answer

Currently employed full time? With benefits?

Currently employed part time?

Currently unemployed – no supplemental source of income

Currently unemployed – with supplemental source of income
(Unemployment insurance, income from spouse, etc.)

How long have you been unemployed?

Estimate the length of time you have before your income source runs out.

Do you have extenuating circumstances (hardships, disabilities, etc.) that need to be taken into consideration regarding your employment?

Do you have family obligations, physical or mental limitations (or other) that would prevent you from working?

Your Solution

(To be filled out at the completion of the program.)

This is the occupation I will be doing.

This is the preparation I need to complete before starting work.

This is the school and location where my prep work will occur.

This is the estimated cost and length of prep work.

This is the new specific job title I expect to have.

This is the estimated annual salary I will earn upon starting my new job.

This is the estimated annual living expenses I will have as I start my new job.

My plan "B" is...

My short term (1-2 years) goal is

My mid-term (2-4 years) goal is.

My long -term (5-10 years) goal is...

Your Skills Assessment

As an adult you have had some work experience. Let's look at that experience and identify what skills you have gained through your previous work experience.

Review this list of skills. Put a check mark next to each skill you have. Then go through the list again and put a double checkmark on the three skills you enjoy using the most.

The list is composed of soft skills, technical skills, plus special knowledge and abilities that are useful in the workplace. Feel free to add skills not on the list.

Soft Skills List

Communication: the skillful expression, transmission and interpretation of knowledge and ideas.

SKILL|TOP3

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

Research and Planning: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

SKILL|TOP3

- Forecasting, predicting
- Creating ideas
- Identifying problems

SKILL|TOP3

- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Developing evaluation strategies

Human Relations: the use of interpersonal skills for resolving conflict, relating to and helping people.

SKILL|TOP3

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Organization, Management and Leadership: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

SKILL|TOP3

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling

SKILL|TOP3

- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

Work Survival: the day-to-day skills that assist in promoting effective production and work satisfaction.

SKILL|TOP3

- Implementing decisions
- Cooperating
- Organizing
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines

SKILL|TOP3 **Technical Skills List**

- Calculating
- Compiling Statistics
 - Data analytics
 - Data base design
 - Needs Analysis
 - Statistical analysis
 - Hardware design/development
 - Software design/development
 - Programming
 - Tech support
 - Testing
 - Troubleshooting
 - Project planning
 - Quality control/assurance
 - Budget planning
 - Blogging

SKILL|TOP3

- Digital media
- Web analytics
- Technical documentation
- Research

Other skills, knowledge and abilities:

List your top three skills here.

1.

2.

3.

You will use this list of skills later in the program when searching for work.

Your Accomplishments

The accomplishment section is very important! We have included a page of suggestions to help you remember accomplishments. Do all five accomplishment stories.

An accomplishment is something that you have done. It doesn't have to be earth shattering. For example, one person was a fork lift driver who said he didn't have any real accomplishments. Found out he has driven a fork lift in a 400,000 square foot warehouse for ten years – without any accidents! That's an accomplishment!

As you write your accomplishments think about the skills you used to achieve the accomplishment. To help you think of your accomplishments we have provided a page of suggestions that may trigger some of your accomplishment thoughts.

Accomplishment Story Triggers

Your stories must be true and in context with the work you are seeking. Use the following framing statements to trigger ideas for your accomplishment stories.

1. A time in your life when this skill/characteristic was tested.
2. A person/event in your life that taught you the importance of this skill/characteristic.
3. A time when you failed to live up to this skill/characteristic and decided to never let it happen again.
4. A movie/story/book/event that exemplifies this skill/characteristic for you.
5. A story of using this skill/characteristic in overcoming one or more obstacles.
6. A Cinderella story of having been an underdog who used this skill/characteristic to emerge triumphant.
7. A hero story in which you used this skill/characteristic to do something unexpected to save the day.
8. A humorous and probably self-deprecating way you've used this skill/characteristic.

9. An example from your personal life (as opposed to career) of developing this skill/characteristic.
10. Patterns that have emerged in your development of this skill/characteristic.
11. Results you have achieved through using this skill/characteristic.
12. Lesson you have learned while developing and using this skill/characteristic.
13. Ways you have applied this skill/characteristic in diverse situations.
14. A strength or vulnerability from your past that led to the development of this skill/characteristic.
15. A time when you felt passionate and alive in your work (and the skill/characteristic that made that feeling possible).
16. One or more stories that you find yourself repeatedly telling about your work (identifying the recurring skills or characteristics in these stories).
17. If you could tell just one story to explain what you do in your work, what would it be, and what skill/characteristic would it involve?

Accomplishment Stories

Write three accomplishment stories. These will be used to further identify your skills. Give each story a title and after writing each story, identify the skills you used to make that accomplishment happen. In each story, start by telling the problem or challenge or situation, followed by the actions you took, followed by the results that were produced.

Story #1 Title:

Story #1

What was the problem, situation or challenge you faced?

What action did you take?

What were the results?

What made achieving your goal difficult?

How did you overcome these obstacles?

What skills did you use?

Story #2 Title:

Story #2

What was the problem, situation or challenge you faced?

What action did you take?

What were the results?

What made achieving your goal difficult?

How did you overcome these obstacles?

What skills did you use?

Story #3 Title:

Story #3

What was the problem, situation or challenge you faced?

What action did you take?

What were the results?

What made achieving your goal difficult?

How did you overcome these obstacles?

What skills did you use?

Your Accomplishments Skills Assessment Summary

Identify the most common skills used in your accomplishment stories and list them below.

- 1.
- 2.
- 3.
- 4.
- 5.

What are your top three favorite skills from this list?

- 1.
- 2.
- 3.

How do these skills compare to the skills selected from the list you did earlier in the program? Are they the same? Feel free to modify your skills list after completing the accomplishment stories list.

The important thing is to really, really know your best skills!

You will use these top three skills later in the program!

Your Interests

Remember back to previous employment. What was the best job you ever had? Write the three things you liked most about that job.

- 1.
- 2.
- 3.

What was the worst job you ever had? Write down three things you liked least about that job.

- 1.
- 2.
- 3.

Sometimes people wear blinders regarding what types of work are possible. They don't believe a job exists or can be created for someone with their unique gifts, talents and skills.

If you had only one year left in your life to live, and you had to work, what type of work would it be, and why? **What would you most like to do?**

After considering your short-term work goals, try thinking in longer terms. You may know what you want to do short term, but will it pay enough to provide a comfortable living and retirement? You may not currently have the skills or education/training/certification to do a particular type of work in the short term, but you may have time to gain those things in a long-term view.

Sometimes it helps to consider choices from a “what’s most important” to you list. In the list below, check the choices you like best.

Working with

- People
- Data and information
- Things (Physical things, like machinery, building things)

1. Being

- practical
- creative
- other

2. Doing

- physical work
- mental work
- Travel
- No travel
- Other

3. Working in

- An office
- Working outside
- Other

4. Working

- Alone
- Part of a team
- Other

5. Do you prefer

- Business
- Scientific/technical work
- Social work with people
- Other

6. Do you prefer

- Academic work
- Not-for-profit work
- Government work
- Private business work
- Other

7. Do you prefer working

- Days
- Nights
- Differing shifts
- Other

8. Do you prefer work requiring

- Analysis and logic
- Empathy and compassion
- Other

9. Would you prefer working for a

- Small organization (less than 200 employees)
- Mid-sized organization (200-1000 employees)
- Large organization (1000- and up employees)

Why that sized organization?

10. Would you prefer a

- Short commute (less than 15 minutes)
- Longer commute (more than 20 minutes)
- To work remotely (or from home) if possible
- Other

Take a minute and review your list of interests. Write down a summary of these interests below. You are starting to create your work preference profile!
Good work!



Find Your Group!

(Who do you like to work with)

You are at a business meeting event and you want to meet people with similar interests (your group). There are six groups of people at this event. Read below about each group and then select the groups with whom you would like to join with first, second, and third.

REALISTIC (R) Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others. These are people who like nature, athletics, or tools and machinery. For example, Joe loves to hike in the woods and does volunteer trail maintenance. Mandi plays on the school soccer team. Jack repairs cars. Janet and Nancy grow vegetables for the local farmers market. Jeanne raises dogs to be companions for people with disabilities.

INVESTIGATIVE (I) These are people who are very curious and like to investigate or analyze things. John wants to know which birds migrate to his area, why the brain works the way it does and why the local ball team wins most of their games. Stephanie investigates the best movies, concerts, amusement parks, hiking trails, etc. and writes about them in the local newspaper. David, a local reporter, wants to figure out why people vote the way they do in elections.

ARTISTIC (A) These are people who are very artistic, imaginative, and innovative. For example: Asley draws cartoons. Jimmy, Carlos, Karl and Johnny started a band and play at local dances. James design theater sets and costumes. Jessica develops her own software for doing computer animation.

SOCIAL (S) There are people who like to teach, help and/or serve other people. Irene organizes orientation programs for new people at work. Carman tutors students in high school. Carrie volunteers at a food bank. Darren is a member of the archery club. Gloria serves as a peer counselor. Darice sings in a local choir.

ENTERPRISING (E) These are people who like to start up projects or organizations. They like to influence or persuade other people. Beth started a program to help job seekers find jobs. Jerimiah ran for local office as a county commissioner and had to persuade people to vote for him. Greg developed a new energy saving product and is going to sell it online. Frank turned his neighborhood lawn mowing business into a complete landscaping business.

CONVENTIONAL (C) There are people who like detailed work and enjoy completing tasks or projects. For example, Mike keeps all the financial records for his Rotary club. Kiersten keeps all the files up to date in her insurance office. Terrence oversees all preparations and details for her Admin club events. Greta handles the details of recording all activities of her green team project.

Of these six groups, which would you go to first. Which group would you enjoy spending the most time? Write down the letter for that group (R, I, A, S, E or C)

Write the letter representing the group here

If that group left, of the remaining groups, which would you be most drawn too?

Write below the letter for that group.

If both of your choice groups left, which of the remaining groups would you most want to visit? Write the letter for that group below.

You should now have three letters representing the group you would most like to associate with. Please write those letters below

1st Choice

2nd Choice

3rd Choice

These letters represent your “Holland Code”. These will be very helpful in selecting the type of people and type of work you choose.

Now, go to the URL <https://www.mynextmove.org/explore/ip>. Take the ONET Interest Profiler. Answer the 60 questions and check your score. Are the letters similar to the three letters you chose from the Find Your Tribe exercise?

1st letter (R, I , A, S, E or C)

2nd letter

3rd letter

These Holland Code letters will be used in the ONET occupation search.

ONET

ONET is a huge site with over 900 different occupations listed. To reduce the possible number of occupations to focus on your specific interests and skills you will be using the ONET website at www.onetonline.org.

Now go to the ONET site URL <https://www.onetonline.org/>. This is the ONET homepage. This site is great for exploring careers!

To narrow your occupational choices to a manageable level go to:

<https://www.onetonline.org/find/descriptor/browse/Interests/>

Click your first choice Holland code (choose realistic, investigative, artistic, social, enterprising, or conventional). You will be taken to a page that lets you enter your top three choices of Holland code letters. To narrow down the list, go back and enter your 2nd and 3rd Holland codes on this page. Then click enter. This will make the list of occupations smaller but more focused to your interests.

Scan the list of suggested occupations. When you find an occupation that seems interesting, click on it and you will be taken to the complete information page for that occupation. As you scroll down the page you will find education and certification requirements and farther down, salaries for that occupation. Do some exploring of each occupation. After checking out the occupations that most interest you, pick your top three occupations from the list and enter them below.

- 1.
- 2.
- 3.

Career Preparation Requirements

From the top three lists you just finished above, for each occupation, scroll down the ONET page and examine the education/training/certifications or other preparations in your state that you will need to be hired for that type of work.

To shop for prep organizations, you may go to <https://collegescorecard.ed.gov/>. This site provides a comprehensive listing of schools (both 2-year and 4-year) across the country. After identifying a school on the ONET site, go to college score card to find an objective list that compares your different education options (includes estimated annual attendance costs).

- What is the length of time you will be required to prep for this job?
6 months, 1 year, 2 years, 4 years, etc.
 - a. Occupation #1 Job title Length of prep
 - b. Occupation #2 Job title Length of prep
 - c. Occupation #3 Job title Length of prep

- Where is this education/training available? (what schools/locations?)
 - a. Occupation #1 School Location
 - b. Occupation #2 School Location
 - c. Occupation #3 School Location

- What will it cost?
 - a. Occupation #1 Annual tuition cost Scholarships?
 - b. Occupation #2 Annual tuition cost Scholarships?
 - c. Occupation #3 Annual tuition cost Scholarships?

- Estimated annual room & board, plus other expenses during the education/training period.
 - a. Occupation #1
 - b. Occupation #2
 - d. Occupation #3

- e. Total estimated prep cost (combine each occupation's annual tuition with each occupation's estimated room & board, plus other expenses).

Total cost for Occupation #1

Total cost for Occupation #2

Total cost for Occupation #3

Some people don't want to invest in additional preparation time and costs. They just want a job. Remember, 70% of people currently working are looking for employment elsewhere because they just took "a job". You may not be able to move into your career choice without this preparation. It's your future. Prep time may payoff in more opportunities in the future!

Occupation Income and Living Expense Estimates

From the ONET site, find the career cluster list of suitable occupations. Choose your three favorite occupations. Click (select) the first occupation from your list of favorites. When the occupation description page comes up, scroll down the page until you find “Wages and Employment Trends”. Choose your state, and then find the low, median and high wages for that occupation. If you already have experience for that type of work write the median salary. If you have no experience, write the low statewide salary for that occupation.

What is the annual expected salary for your 1st chosen occupation?

1. First choice occupation \$
2. Second choice occupation? \$
3. Third choice occupation? \$

Now, it’s time to estimate your annual living expenses. Go to <https://www.jumpstart.org/what-we-do/support-financial-education/reality-check/> . Scroll down the page and answer the questions. Using the website questions, estimate the annual salary needed to support your projected lifestyle.

Estimated annual living expenses \$

Next, subtract your estimated annual living expenses from your expected annual salary from each occupation selected to determine your net income.

For example, if your estimated living expenses are \$23,200 and your estimated salary will be \$36,000, your net income will be +\$12,800. (There may be additional expenses not included in the Jumpstart configuration).

Your estimated net income for occupation

1. \$
2. \$
3. \$

Based on your computations, which occupation gives you the greatest potential net income?

Based on your knowledge of yourself, the current job market, and the future of the occupation (check Bright Futures on ONET listing) which occupation would you pick if you had to select just one of the three? Why?

List your best and favorite choice of occupation below:

Call your coach and discuss this choice.

Skills Based Job Finder

From the list of skills you created earlier in the program, write the three top skills from your list here.

1.

2.

3.

Go on the Internet and choose a job search site such as wwwIndeed.com, wwwMonster.com, wwwCareerBuilder.com.

In the job search box, insert your three top skills into the job title box, separated by a comma. For example, “teaching, meeting goals, motivating others”. Do not enter a job title. Choose the geographical area to be searched, for example “Florida”. Hit the submit or enter button.

What the search engine will do is search every job listed in the geographical area for each company’s job description to see if your skills are included in their job description. It will create a list of companies in your area that hire people with your three top skills!

This is a great way for people who are not sure what type of work they want to discover companies in their area who hire people with their skills!

Look at the list of companies in the job search results. Are there any companies in the list you may be interested in working for? Some of the listings you uncover may already be filled but at least you know they hire people like you. You may, of course, experiment with different skill words to see if the list changes.

Write the names of three of the companies that interest you below. You will need to contact someone in each company later to verify if this is the type of work you will be interested in pursuing.

Company 1.

Job Title:

Company 2.

Job Title:

Company 3.

Job Title:

Would you like to know how much you can earn at these companies? There are several ways to determine approximately what a company pays for a particular position.

1. Ask someone within the company that you know what the rate of pay is for the position that you are seeking.
2. Check the company's website to see if it has a "careers" page. Jobs and rate of pay may be listed there.
3. Go to www.Glassdoor.com to see if they are listed
4. Go to industry pay sites such as www.payscale.com, www.salary.com, www.bls.gov/ncs, www.ONETonline.gov.

Find out what the annual salary rates are for your choice of jobs. List the median rate of pay (if you have experience in this field, otherwise list the starting rates).

Job Title annual estimated compensation \$

Estimated annual living expenses: \$

Net living estimate + or - \$

Verification of Work Choice – Informational Interviews

Once you have narrowed your work focus down to a few companies, you need to verify the type of work you have chosen. To do this you need to interview three people who do the type of work you are seeking. This is an important step because frequently people take jobs that they find out later are not suited for them. The best way to ensure that you are making a solid career choice is to interview these people. This will require you to set up “Informational Interviews” with people who do the work you are seeking. In-person interviews are best because they give you an opportunity to visit the surroundings that are similar to where you would be working. It may be challenging to get people to take a few minutes with you, but the meetings reveal critical information that will really help you understand if this is the right career direction for you. Internet email interviews are ok, but typically don’t reveal as much information as a face-to-face interview.

Remember, your purpose is not to ask for a job! It is to gain information so that you can clarify your future work direction.

Below is a list of informational interview questions that you may use.

1. How did you get into your job? What kind of training and/or education did you have?

Interview #1

Interview #2

Interview #3

2. What three to five tasks do you do most often on a daily basis? What skills are necessary to do those tasks?

Interview #1

Interview #2

Interview #3

3. What do you like about your job? What don't you like about your job?

Interview #1

Interview #2

Interview #3

4. What changes are predicted in your field in the next five to ten years?

Interview #1

Interview #2

Interview #3

5. What type of part time or internship work do others do to gain some working experience in this type of work?

Interview #1

Interview #2

Interview #3

6. Do you know someone else doing this (or similar) work with whom I could talk? Are you comfortable providing their contact information (phone and or email)?

Interview #1

Interview #2

Interview #3

When you have finished your informational interviews, contact your coach and discuss the results.

Career Transition Strategies

Using the right career transition strategy may shorten your job search considerably. Generally speaking, it will be a quicker transition when you stay in the same type work when planning your next job. Even quicker if you stay in the same industry from previous employment.

Caution!

Sometimes people leave a job wanting to do anything except what they were previously doing. Make sure your desire to change career direction is based on the type of work, commute, etc. – not necessarily the people you worked with.

Companies hire people with a skills history. They hire for experience and traction. Changing careers can take considerably longer (involving more education, training, and certifications) than moving to similar work for a different company.

Career Transition Hierarchy

Listed below from easiest transition to most difficult transition.

1. From salaried employee to 1099 independent contractor for same employer.
2. From salaried employee in one company to salaried employee in another company doing the same type of work in the same industry.
3. From salaried employee in one company, doing the same work, to a temp-to-permanent basis, in another company, in the same industry.
4. From salaried employee in one company, doing the same work for another company, in a different industry.
5. From one salaried job, in one company, going to a different level position in another company, in the same industry.
6. From one salaried job, to a different job, in a new company, in a different industry.
7. From one career to another career, in a different industry.

Your Future Plans:

Plan A & B

Your Plan A is the primary career you wish to pursue. It includes everything you have decided as your first choice. Plan B is your back-up plan in case something goes wrong or is delayed in your plan A.

Below, write a summary of your

Plan A

Type of work/job

Preparation requirements for this type of work

Expected annual income when starting this type of work

Expected annual expenses when starting this type of work

Expected geographic location

Type of people I want to work with

Top skills I will use in this type of work

Lifestyle I will live (home, car, family/single?)

Plan B

Type of work/job

Preparation requirements for this type of work

Expected annual income when starting this type of work

Expected annual expenses when starting this type of work

Expected geographic location

Type of people I want to work with

Top skills I will use in this type of work

Lifestyle I will live

Goal Setting

Set goals for your future. Choose to set SMART goals. SMART is an acronym that stands for:

- S Specific – Define the goal as clearly as possible, no vague or unclear language
- M Measurable – Can you track the progress and measure the outcome?
- A Attainable/Achievable – Is the goal reasonable enough to be accomplished?
- R Relevant to your goal – Is the goal worthwhile and will it meet your needs?
- T Timely – Does your goal include a time limit?

Smart Career Goals

Three levels

Your short term SMART career goals (1-2 years);

Specific goal

Measurable?

Is goal Attainable/Achievable?

Yes No Depends on

Is this goal Relevant to your career?

Yes No Depends on

Does this goal have a time limit?

Yes No What is the time limit?

Your medium term SMART career goals (2-3 years);

Specific goal

Measurable?

Is goal attainable/achievable?

Yes No Depends on

Is this goal relevant to your career?

Yes No Depends on

Does this goal have a time limit?

Yes No What is the time limit?

Your long term SMART career goals (3-6 years);

Specific goal

Measurable?

Is goal attainable/achievable?

Yes No Depends on

Is this goal relevant to your career?

Yes No Depends on Does

this goal have a time limit?

Yes No What is the time limit?

Other goals

Now that you have set your goals and plans, go back to the [“Your Solutions”](#) section and fill out that section. You have successfully completed the career Clarity program! Congratulations!

Contact your coach.

What's Next?

Now that you have some clarity in your future, it's time to learn about the job search process. There are two things that have to happen to find a job. You must have "job search knowledge" of how to best search for jobs, and you must be willing to "execute" or put that knowledge into action on a daily basis.

There are essentially 15 job search competencies which you need to know. They are:

1. Inner Game of Job Search (How to manage stress, your financial situation, manage your time and manage fear)
2. Defining your work, and identifying transferable skills
3. Writing and explaining your accomplishments
4. Personal marketing focus
5. How to establish a target company list
6. Using the computer and Internet in the most productive manner
7. Cover letters, resumes and introductory letters
8. Creating a portfolio of your work samples
9. Knowing the most productive job search strategies
10. How to "career" network
11. How to deal with employment agencies, temp staffing, and recruiters
12. How to fill out job applications properly
13. How to win the interview game
14. Compensation negotiation
15. How to set up and follow a job search action plan

These topics form the knowledge base. Most candidates also need to practice interviewing in mock interviews. These topics and interview practice are available to job seekers in the Tampa, Florida area at Transition Masters. This is a nine-week program, meeting on Mondays, at no cost, to people who already know what type of work they want. Transition Masters offers the training and practice to help you get that great job! You may go to the Transition Masters site at www.transitionmasters.org and register to attend the program. You may also call the founder of the Transition Master's program (and author of Career Clarity), Joe Jones at 813-960-1876 or email joejones@tampabay.rr.com.

The best candidates are frequently not selected for hire, but the best presenters frequently are hired! You need to know how to best present your job search story to people you network with and interviewers.

Career Clarity Online Resource list

To find careers, training/education, skills required, and future trends which match your interests.

www.onetonline.org

www.onetonline.org/find/descriptor/browse/interests/

To shop for 2-year or 4-year education options

www.collegescorecard.ed.gov/

To estimate your cost of living

www.cacareerzone.org (for people in California)

www.jumpstart.org/reality-check.html

Best overall site for people seeking work living in Florida

www.employflorida.com

General overall career site with lots of resources

www.quintcareers.com

To find out what average salaries are in your field of interest.

www.payscale.com

www.salary.com

www.glassdoor.com/salaries

Job search sites

www.indeed.com

www.monster.com

www.simplyhired.com

www.careerbuilder.com

In Conclusion

You may want to keep this program workbook for future reference. Remember, if you are over 40 you will change careers an average of 3 times during your life! If you are ages 25 to 40 you will change careers an average of 6 times in your life. This program may need to be reused!

In the spirit of the author, may your career become clear so that your network can refer you to the type of work you enjoy, so that you may lead a life you love!

Best,
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