

How To Avoid Feeling Trapped In Your Job: Career Management for Life

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APMP Houston

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My Background

- ◆ How I came to be standing here in front of you today talking about career management



Your Backgrounds

- ◆ How did you get to be Proposal Management Professionals?
 - Was this what you wanted to be when you were a kid?
 - What did you major in?
 - Did you have a career plan or did it just happen?
 - Is this what you want to do for the rest of your work life?

Career Choices



- ◆ “Most of us make our career choices when we are the least prepared to do so.”
- ◆ “The decisions we make early in life set in motion a chain of events that will influence our entire lives.”

“Do What You Are”

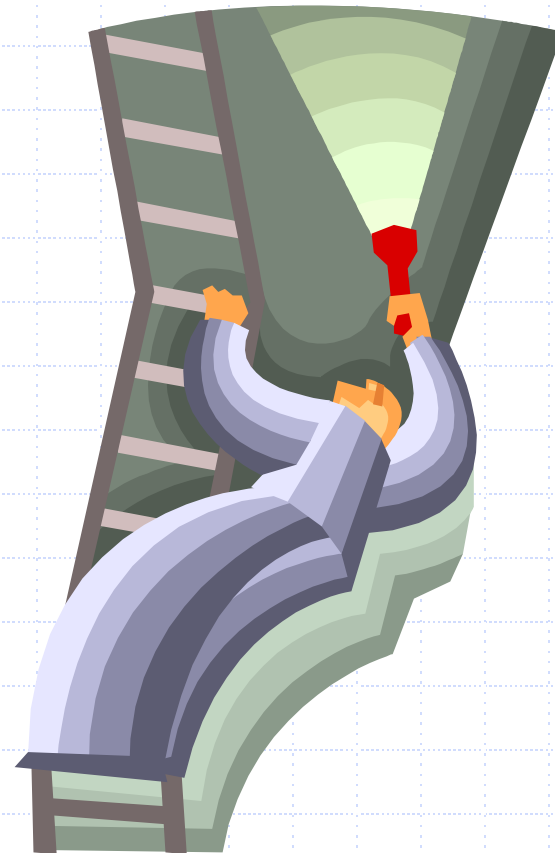
Careers in the 20th Century

- ◆ Until the 1980's, the typical pattern and assumption was that we would work for a single employer for our entire career.
- ◆ The U.S. industrial model is still based on the employer – employee assumption (retirement, health insurance, etc.).



When did the Rules Change?

- ◆ With layoffs, downsizing, financial incentives to depart in the 1980's and 1990's.
- ◆ The long-term commitment between companies and employees is a thing of the past.



The Current Reality

- ◆ We need to change our mindsets from “employees” to “self-employed”, whether we currently receive a paycheck or not.
- ◆ All jobs should be regarded as “temporary”.
- ◆ Today’s graduates will average 3 different *CAREERS* and at least 7 different employers.

"Me, Inc."



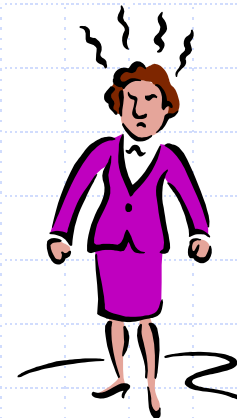
- ◆ We are each in charge of our own career management.
- ◆ We need to make our own choices.
- ◆ If we keep setting goals and feeling in control of our own futures, we can't become "trapped".

Your Current Job/Career

◆ What satisfies you about your current job?



◆ What frustrates you?



Job Fit

- ◆ Do you prefer to work primarily by yourself or with others?
- ◆ In meetings, are you a talker or a listener?
- ◆ Do you like to plan your day in advance or set priorities based on what comes up?
- ◆ Do you like to concentrate on one thing at a time or juggle a lot of things at the same time?

Job Fit (continued)

- ◆ Are you typically the first to arrive to a meeting or usually running late?
- ◆ Do you prefer clear direction or a lot of autonomy and latitude?
- ◆ Do you prefer a leadership role or a knowledge specialist role?
- ◆ Are you a morning person or a later in the day person? What hours would you prefer to work?

Job Fit (continued)

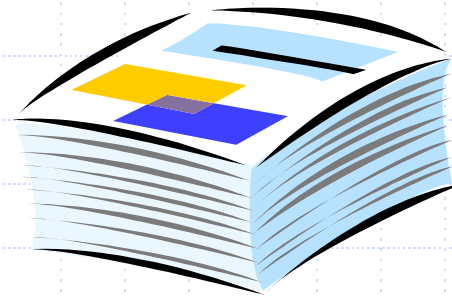
- ◆ Are you more results (what is achieved) or process (how it is achieved) focused?
- ◆ Do you make decisions with your head or your gut?
- ◆ Do deadlines stress or motivate you?
- ◆ Do you make decisions quickly or require a lot of data?
- ◆ Do you prefer working with facts or concepts?

Job Fit (continued)

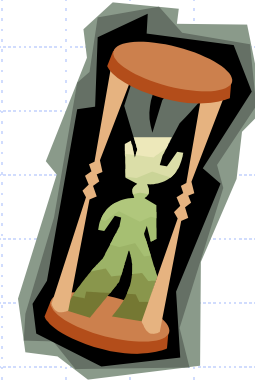
- ◆ Do you prefer a traditional organization with clear lines of authority or a flatter, more participative organization?
- ◆ What kinds of pay and recognition are important to you?
- ◆ Do you want to travel as part of your job or minimize travel?
- ◆ Do you like to spend the day sitting or move around a lot?

Tools for Assessing Career Fit

- ◆ Strong Interest Inventory
- ◆ Myers-Briggs
- ◆ Birkman
- ◆ DISC



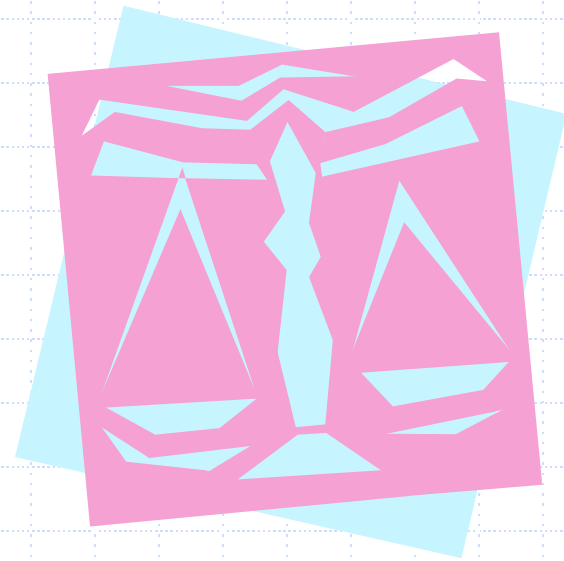
Changes with Time



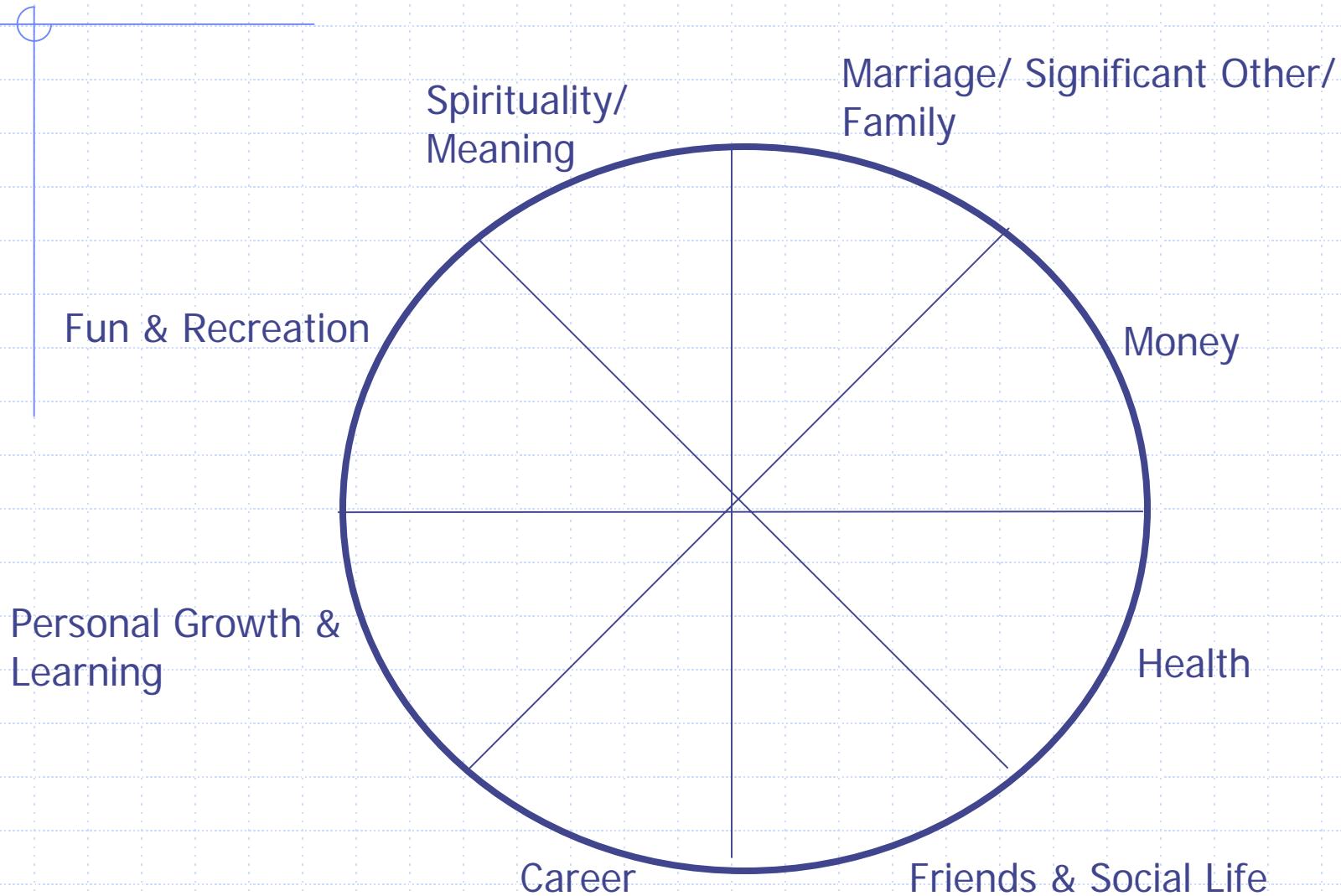
- ◆ For the first half of our working lives, we use our dominant preferences in order to achieve success.
- ◆ At some point, having achieved that success, our perspectives change and we want to try different things.
- ◆ Many people change priorities in mid-life, including career priorities.

Are You in Balance?

- ◆ Does your job/career support other areas of your life or does it dominate everything else?
 - Family/spouse
 - Health/fitness
 - Social/friends/fun
 - Spirituality
 - Growth & development

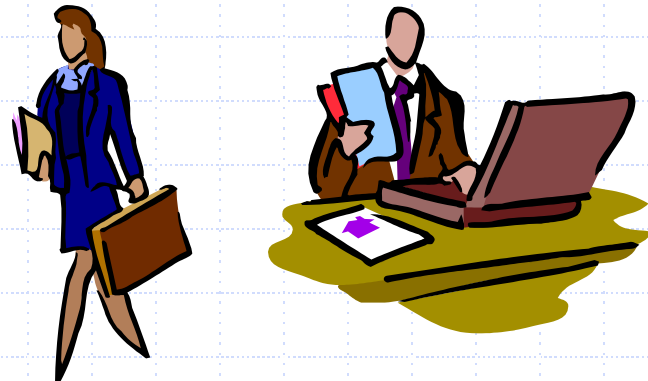


Life Balance Wheel



What is Your “Perfect Job”?

- ◆ Know your preferences, interests and abilities.
- ◆ Identify the type of work environment you like most.
- ◆ How does your perfect job fit with other parts of your life?



In The Right Job, You Will:

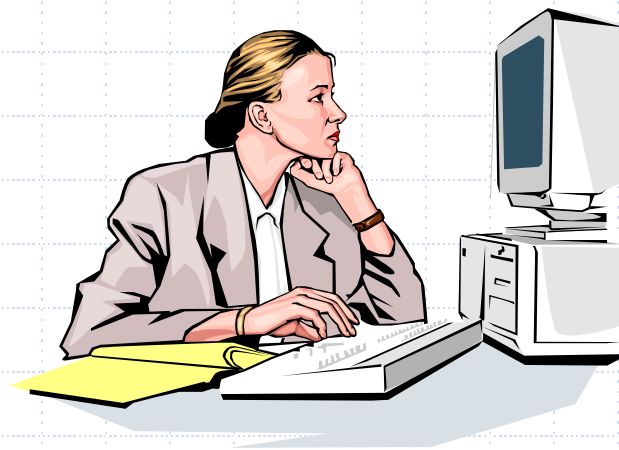
- ◆ Look forward to going to work
- ◆ Feel energized (most of the time) by what you do
- ◆ Feel respected and appreciated
- ◆ Feel proud when describing your work
- ◆ Enjoy and respect co-workers
- ◆ Feel optimistic about your future

Set Goals

- ◆ What are your priorities for the next 12 months?
- ◆ Where do you want to be in 5 years?
- ◆ 10 years?
- ◆ Will you want to retire completely or do something different in your later years?
- ◆ What are some things you want to do and haven't done yet? Where do they fit in?

Keep an Eye on the Job Market

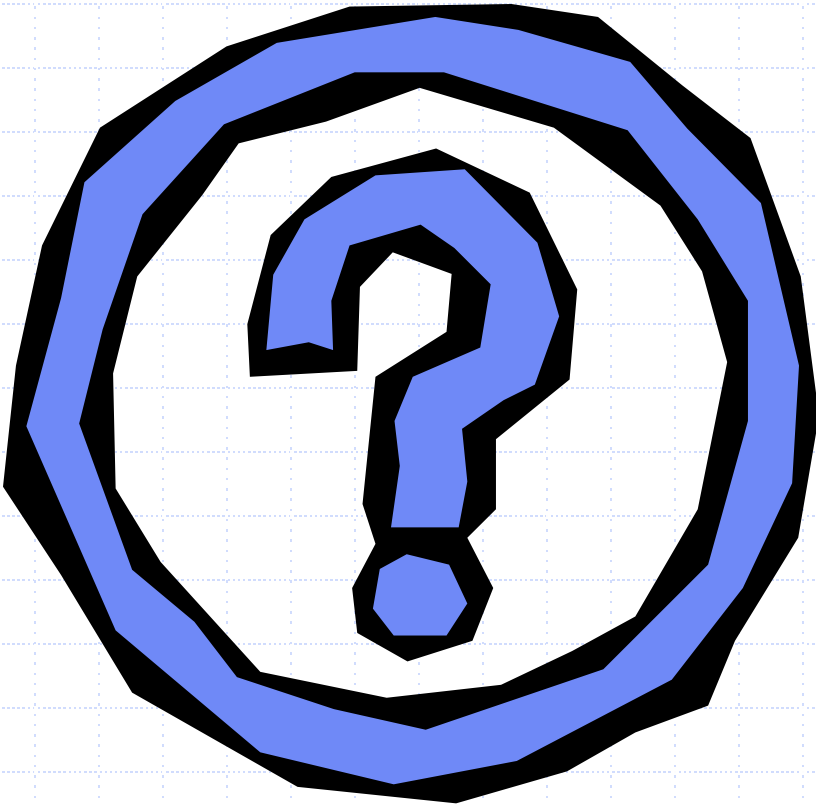
- ◆ Keep your resume up-to-date
- ◆ Scan classifieds and online job listings periodically
- ◆ Talk to recruiters & search firms when they call



Keep Learning New Things

- ◆ Stay active in professional organizations
- ◆ Read business, industry and professional publications
- ◆ Take courses or seminars
- ◆ Keep computer skills up-to-date
- ◆ Read "What Color is Your Parachute?"





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Inventory - Wheel of Life Balance

Directions: The eight sections in the Wheel of Life represent key elements of a balanced life. Seeing the center of the wheel as 0 and the outer edge as 10, rank your level of satisfaction with your ability in each area by drawing a straight or curved line to create a new outer edge (see example). The new perimeter of the circle represents your Wheel of Life Balance. *How bumpy would the ride be if this were a real wheel?*

Example

