

STRATEGIES FOR CAREER SUCCESS



Welcome to **Strategies for Career Success** newsletter published by Pathways Career Success Strategies.

Every other month we offer effective strategies to assist you in your career development or job search.

If you haven't already subscribed to our free bi-monthly newsletter, sign up today!

Inside this issue:

Success through Goal Setting..... 1

Job Search Web Resources..... 1

What are Transferable Skills Anyway? 2

Gender Survey 2

Good Read..... 2

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Success through Goal Setting

You've all heard how important it is to set goals if you want to achieve them. This means more than simply having them floating around in your head. You



need to put pen to paper if you truly want to achieve your goals.

An acronym that works well in setting goals is SMART. It works like this:

S—Specific

In order to achieve your goals, you need to make them specific. Rather than set a goal such as, "I'd like to get a new job," set a goal something like, "I'd like to get a new marketing job in the non-profit sector where I can make a difference in the lives of women."

M—Measurable

How can you measure your goals? Choose a goal that includes measurable progress. This can include several short-term measurements built into your ultimate goal.

A—Achievable

Is your goal achievable? You probably won't commit to reaching goals that are too far out of your reach. Identifying goals that are important to you and reasonable allows you to figure out ways to make them happen.

R—Realistic

Create a plan to achieve your goal. If the goal is too difficult, you may set yourself up for failure. However, a goal does need to stretch you somewhat.

T—Time-specific

Give yourself a deadline for achieving your goals. Allow yourself a realistic time frame.

Goals that are set too far in the future are rarely met and so are goals that don't give you enough time to achieve them.

Whether you want to move up in your career or run a marathon, goals are the best way to get there.

Don't forget to reward yourself for each goal you accomplish.

Job Search Web Resources

1. www.monster.com (career advice, networking, resume posting, etc.)
2. www.salary.com (researching salaries)
3. www.recruitusa.com (online recruitment)
4. <http://stats.bls.gov/oco/home.htm> (Occupational Outlook Handbook)
5. www.refdesk.com/paper.html (U.S. and World newspapers)
6. www.vault.com (researching companies)
7. <http://seek.resumerabbit.com/> (resume posting to multiple job boards)
8. www.usps.com (zip codes)
9. <http://www.bestyellow.com/> (yellow pages)
10. www.eeoc.gov (Equal Employment Opportunity Commission)



Skills Anyway?

You've probably heard the term 'transferable skills' and may have wondered, "What are they anyway?"

Transferable skills are those job specific skills that can transfer for one job to another or one career to another. You may have acquired them through jobs, classes, hobbies, sports, etc.

Finding a job identical to your previous one is unlikely. Job seeking and changing careers requires a careful evaluation of how your skills transfer into other employment opportunities in today's job market.

Transferable skills usually include the following:

- Working with people
- Working with things
- Working with data/information

To identify your transferable skills:

- 1) Make a list of every job title you've held, including part-time, full-time, internships, volunteer opportunities, etc.
- 2) If you're a recent graduate, list the classes in your major field of study.
- 3) For each job title, etc., write a sentence including what you did and the result, e.g., "As A volunteer coordinator, I successfully implemented a volunteer recruitment campaign resulting in bringing on an additional 25 volunteers."

The skills you uncover can be used on your résumé, during networking, and at interviews.



"Life is like a book with many chapters, some tell of tragedy and others of triumph. Some chapters are dull and ordinary, others intense and exciting. The key to being a success in life is to never stop on a difficult page, to never quit on a tough chapter. Champions have the courage to keep turning the pages because they know a better chapter lies ahead."

- Author unknown

Last November, the Scottsdale National Gender Institute conducted a survey to identify gender related issues in the workplace.

The top issues according to this survey are:

- Communication [difficulties] between men and women
- Competition between men and women
- Sexual tension
- Sexual harassment
- Failure to value each other's differences
- Unequal pay
- Role stereotyping/expectations
- Power issues between men and women
- Power issues between men and men
- Power issues between women and women
- Management ignores gender-related issues
- Lack of accessibility to qualified mentors/coaches

How does your workplace stack up? For more information on gender related issues, go to: www.gendertraining.com.



How Full is Your Bucket? Positive Strategies for Work and Life by Tom Rath and Donald O. Clifton, Ph.D.

This enlightening book reveals how the briefest interactions affect your relationships, productivity, health, and longevity. Learn powerful strategies to inspire lasting changes in your life.

Included with this book is access to an online strengths inventory.

"The person interested in success has to learn to view failure as a healthy, inevitable part of the process of getting to the top."

- Dr. Joyce Brothers