

# 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.

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## Got Mentor?: Enhance Your Career with a Mentor

Mentoring is a very effective, but often underutilized, career management tool. Over 75% of executives surveyed cite mentoring as one of the key factors in their business successes, according to the American Society of Training and Development.

### So what is a mentor?

A mentor is basically an advisor or guide, someone with more experience helping someone with less experience grow and develop.

### Benefits of being mentored

If you have a mentor, below are just some of the benefits you may receive:

- Improved career satisfaction
- Increased success and productivity
- Targeted development activities
- Increased access to challenging opportunities and responsibilities
- Honest and constructive feedback
- Help in building your professional network
- Increased self confidence and heightened career aspirations
- Help in opening doors

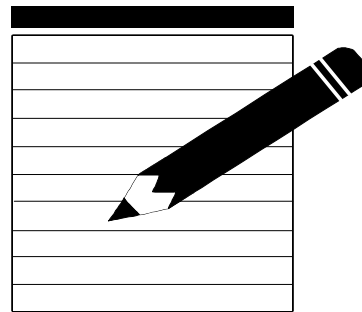
### How can you find a mentor?

To identify a mentor, talk to people in your immediate network . This can include current and past work colleagues, former classmates, friends, family, members of professional organizations to which you belong, professionals including your doctor, dentist, lawyer, etc.

## What to Work On

- Time management
- Accepting new responsibilities
- Stress management
- How to give and receive constructive criticism
- Professional work habits
- Office relationships and etiquette
- How to prioritize tasks

So...if you don't already have a mentor, consider getting one soon. Building and maintaining your competitive edge may just depend on it!



*"Achievement seems to be connected with action. Successful men and women keep moving. They make mistakes, but they don't quit."*

-Conrad Hilton

## Hunting for a job *and* the holiday spirit?

Yes, when you are job hunting, you might have to 'look for' the holidays. For most, it is stressful enough just to look for a job let alone doing it during your holidays.

According to Linda Perry and Natasha Solovieff, co-owners of [www.stresspest.com](http://www.stresspest.com), there are four principles of good stress management that you can apply during this time:

1. Focus on your response to stress *not* the stress event. You can change your response even if you can't change the event that triggers it.
2. Interrupt your troublesome responses to stress so that they do not become a bigger problem than the initial stress event.
3. Pay attention to your stress response habits. Over time you will learn to change them.
4. Take IMMEDIATE ACTION to change any stress response that is creating a negative impact on your body, thoughts, feelings and behaviors.

If you find yourself with the double whammy of job hunting *and* the holidays here is a process with some tips to get you through.

Start by making a list identifying how the stress of job hunting during the holidays affects your body, feelings, thoughts, and

behaviors. In column one, list the effects you don't like (such as, irritability). In column two, list the effects you like (such as high energy). The effects you don't like are clues to the stress responses you want to change. For instance, a little irritability is natural. But when irritability takes over, it becomes a barrier to what you want to accomplish. It can push supportive people away, or you can be so focused on feeling annoyed that you miss opportunities.

*"People underestimate their capacity for change. There is never a right time to do a difficult thing."*

Once you've identified a problematic stress response, you need to interrupt it. Interrupting is the beginning of permanently changing the stress response habit. When you are in the middle of a stressful situation, it's not always easy to think of how to interrupt/change your response to it. So, until you have the time to take a closer look at your stress management habits, here are some things to make your job hunting during the holidays easier:

1. Involve those closest to you in the process. They may have a valuable perspective, and what's important to them might be quite different from what's important to you. This

will help lessen the likelihood of conflict, not to mention yield more solution options.

2. Decide what you must absolutely have in place to keep the *spirit* of the holidays. Again, involve those closest to you.
3. Get moving at least once a day, preferably with a friend. One day go with someone in your job-hunting circle and the next with someone in your holiday circle.
4. Give yourself 15 – 30 minutes of quiet time every day. If you have young children and are at home when you do this, tell them you are taking a break, make sure they are set up with safe activity, and close the door on the world.
5. Take frequent breaks. When stressed we can tend to get over-focused and thereby lose our perspective.
6. Substitute water for every-other coffee, alcoholic or sugary drink. Water is the medium the brain uses for sending its signals. And it allows the lungs to carry more oxygen to the brain. Under times of stress, you need to double your water intake.
7. Find a picture of what you want your next job to feel like, or a quote you particularly like, and put it up on your mirror. Or listen to a song that encourages and uplifts you – often!
8. Reduce obligatory holiday activities significantly. Let people know that this

year you are otherwise occupied/unable to attend/or need to be elsewhere. Keep your messages simple but personal.

9. If there is a job you've applied for that you are really interested in, find out the business's holiday schedule. Some businesses close for two weeks over holidays. Some personnel, key to your hiring, may be taking extra time off. And yet other businesses use this time to catch up and might be actively engaged in the hiring process.

Take immediate action to change your responses to job hunting and holiday stresses! And once this season is over, you can take more time to discover which stress habits you want to keep and which you want to let go of. The beauty of stress management is that it is a creative process that leads you to choices about how to do something with less tension. You *can* have refreshing holidays and still continue your job search.

*[www.stresspest.com](http://www.stresspest.com) is a website that provides you with interactive tools for developing alternative responses and new stress management habits. The founders have over 40 years combined experience working with people in high stress situations. Their training and experience has resulted in a website that gives you the keys to winning stress management using totally different methods than anyone else is offering online.*