



Managing my life :

Career Choices *Made* **Easy**

Provided to you by

Business Success Tools LLC

Spotlighting Performance, Change and Growth





Managing my life :

Career Choices Made Easy



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Managing My Life: Career Choices Made Easy

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SECTION 1 Introduction

Career Choices

Welcome to *Career Choices Made Easy*: a program designed to help you identify the career direction you wish to pursue. If you are just beginning this program, make sure you have half an hour to yourself, find a quiet spot, and continue reading.

The number one rule to having a successful career has not changed significantly over the past decade or two. The rule is: in order to be successful one must ensure that one's career choices take into account personal skills, strengths, interests, lifestyle choices and motivators. Although this rule remains constant, the job market is continually changing. Today, technology has created new and stimulating opportunities and has increased the variety of careers available. This requires individuals to:

- be more educated.
- be willing to continue to learn on an ongoing basis.
- become more specialized.
- have more transferable skills that allow them to change career directions when needed.
- know their strengths and abilities in order to market themselves more effectively in today's competitive market.

The indications are that the market will be changing even more rapidly in the years to come as we continue to experience what is referred to as the communications revolution.

Consequently, individuals who do not pursue their education to higher levels, will find themselves having a lot of difficulty finding employment. Lower end jobs requiring little education are either rapidly disappearing or pay only minimum wages. Today, it has therefore become more essential than ever for young people to plan their careers carefully and to review their career plans on an ongoing basis.

Given the competitive job market that the younger generation is experiencing, those who will succeed are unquestionably those who take the necessary steps, at the early stage, to understand their needs and to set realistic career goals.

The purpose of *Career Choices Made Easy* is to assist you in the process of making informed career choices. By following the process outlined in this program you will:

- identify your strengths.
- recognize your accomplishments and motivators.
- understand your transferable skills.
- identify a number of career options to consider and learn how to research these careers.
- learn techniques to help you narrow your options to the ones that best meet your individual needs.
- set specific career goals.
- set an action plan to make these career goals a reality
- be better prepared to meet the challenges of the job market you will be entering.

With *Career Choices Made Easy* you are going to learn techniques which will put you in control of your career options. Developing these new skills is going to demand both time and effort on your part. However, once you have completed this program, the short-term and long-term payoffs are numerous:

- you will have knowledge of your strengths, motivators and skills, which will help ensure that you have the flexibility and confidence required to adapt to the changing job market of the future.
- you will have identified the type of education you should be pursuing in order to reach your career goals
- you will have learned techniques that will maximize your chances of being accepted into the educational program and the educational institution of your choice
- you will be pursuing a career which is entirely suited to your individual needs, motivators and skills. This means that you are likely to be very successful in this career.

Career Choices Made Easy is designed around a systematic progression of practical exercises for you to complete. The exercises are all clearly presented and include sample materials and a workable, effective plan of action.

As you work through this program, we suggest that you avoid any interruptions. If necessary, unhook the phone. Also, inform your family and friends that you need this time for yourself. If you have not taken any measures to avoid interruptions, do so now. Stop working with the program and begin again when you are ready.

~

Let's examine the ways most young people traditionally look for a career. Typically, they choose a career based on:

- courses they have taken and excelled at.
- courses they have enjoyed.
- their interests.
- impressions they have formed by talking to relatives, friends, acquaintances, teachers and guidance counsellors.
- the potential earning power associated with certain types of careers.
- career testing they may have completed.
- recommendations by others who feel the student would do well in a particular career.

Is this enough and does this work?

From our experience, this approach is limited because the information is typically received on an ad hoc basis. For the career planning process to be successful, a systematic approach must be followed.

A systematic approach ensures that:

- you learn a structured process to explore your career options
- you receive all the information you need about yourself and the numerous career options available in order to make the most appropriate career choices.

This is what *Career Choices Made Easy* is all about.

Format of the Program

Career Choices Made Easy is designed so that you approach your career planning in a methodical and comprehensive manner.

As you can see from the outline, the program has been divided into five sections. It is important that you complete the program in a timely manner. We recommend in fact that you complete the program within 3 to 5 weeks from the day you will have started.

You will soon have completed Section I, *Introduction*, and will be starting Section II, *Knowing Myself: My Strengths and Abilities*.

You will need several hours to complete many of the sections. Make sure you spend the necessary time to do a thorough job. *Career Options Made Easy* will work best if you take your time, complete each exercise thoroughly, and allow yourself a few hours or a day or two for the ideas to sink in. As you complete different sections of the program, you may also want to discuss them with someone you trust, for example, a teacher, your guidance counselor, one of your parents, or an older brother or sister.

Whenever you are working with the program, remember to avoid any interruptions. As mentioned previously, if necessary, unhook the phone. Also, inform your family members and friends that you need this time for yourself.

So let's begin with taking charge of your career planning process. This means developing a better understanding of your strengths, motivators and skills.

SECTION 2 Knowing Myself: My Strengths and Abilities

In this section, *Knowing Myself*, you will be increasing your self-awareness and will become more confident of your strengths. This is going to require some concentration, so be sure to avoid any interruptions as you complete the exercises.

The following are some very common feelings that you may be experiencing as a result of making career decisions. Circle the feelings that best correspond to the way you are reacting to making career choices. Be honest and spontaneous. What you want to determine are your gut feelings:

Worried	Anxious	Concerned	Frustrated
Happy	Useful	Relaxed	Angry
Resentful	Unmotivated	Motivated	In Control
Hopeful	Proud	Positive	Depressed
Excited	Annoyed	Uninformed	Hesitant
Helpless	Fortunate	Challenged	Relieved
Prepared	Afraid	Lonely	Hopeless

This list is made up of a number of positive and also worrisome feelings.

If your feelings are mainly positive, there may be several reasons. You may already have set some clear goals and objectives, or you may have done some planning towards making career choices.

On the other hand, if your feelings are mostly worrisome, you may be concerned about your future career, or you may not feel confident that you have the knowledge and skills needed to make informed career choices.

As you work through this program and as you take action, you will have the information you need to make a well informed decision and will feel more in control. As you make these decisions, your worrisome feelings will disappear.

II-b Personal Characteristics

You are now going to discover your personal characteristics.

Listed below are eight pairs of personal characteristics. Each pair is a pair of opposites. For example, cautious is the opposite of adventurous. Are you more often cautious or are you more often adventurous? Circle the one that applies to you and then look at all of the remaining pairs and circle one from each pair. (Try to circle just one, but if you can't decide, circle both.)

Cautious – Adventurous

Trusting – Hard to fool

Shy/Reserved – Outgoing/Sociable

Wait to be told – Take charge

Serious/Sober – Good-Natured/Cheerful

Practical – Imaginative

Self-Assured – Self-Doubting

Self-Controlled – Casual

MANAGING MY LIFE PROGRAMS IN THE SERIES

The Programs:

Managing My Life: Managing Stress
Author: George Beshara

Managing My Life: Managing My Time
Author: George Beshara

Managing My Life: Managing Change
Author: George Beshara

Managing My Life: Planning My Retirement
Author: George Beshara

Managing My Life: Making The Retirement Decision
Author: George Beshara

Managing My Life: Direct Approach to Employment
Author: George Beshara

Managing My Life: Career Choices Made Easy
Author: George Beshara

Managing My Life: Careers For Heart and Spirit
Author: George Beshara

Managing My Life: Managing My Money
Author: Steven Shagrin

Managing My Life programs are NOT available in bookstores.

If you are interested in one or more of the Managing My Life programs for your personal development or to make them available to a family member or a friend, please contact the organization or professional who has made this program available to you.

PROFESSIONALS

Managing My Life program all use adult-learning methodology and are designed as self-study courses. They are also often offered by coaches, consultants, and financial professionals, in workshops, in teleclasses or with one-on-one coaching.

You may be interested in using one or more Managing My Life programs in your practice or may be simply interested in making Managing My Life programs available as co-branded, high-quality, inexpensive gifts to clients.

Benefits of Using Managing My Life Programs

- 1) **No certification fees or special training** to have access to the programs.
- 2) **Managing My Life programs can be co-branded.** Because we use *print on demand technology*, your picture and bio and/or company information can therefore appear on the cover of each program. You also do not need to maintain a large inventory of MML programs. In fact, you can even order them one at a time and can also have them shipped directly to your clients.
- 3) MML programs can be **sold on your web-site** as self-study programs. Since you buy the programs at distributor price, you can mark them up accordingly when selling them to prospects and clients. They can also make great, valuable and **inexpensive gifts for clients**. Finally, you may simply want to **incorporate** one or more of the Managing My Life programs **within a service** you are already providing and include the cost within your professional fee.
- 4) You have access to promotional **brochures** which you can customize, **web pages** for marketing on the Internet, **sample** Managing My Life programs for clients, and a customizable Quarterly Managing My Life **Newsletter** for clients and prospects.
- 5) You may also have access to **PowerPoint presentations** for each program if you want to present a seminar or conduct a teleclass, an MML **Guide** and regular teleconference **meetings** and ongoing support to help you successfully integrate Managing My Life in your practice.
- 6) Depending on your needs, you can opt to use one or more MML programs. There are also no minimum quantities that you must use every year.

If you are interested, please contact the organization or professional who has made this program available to you.



A message from Pam Butterfield, Business Success Tools LLC, President

Our mission at Business Success Tools LLC is to provide organizations and individuals with tools that support their success. We are dedicated to supporting improved performance, helping organizations and people deal effectively with change to fuel individual and organizational success today and in the future.

Business Success Tools LLC is pleased to provide businesses and individuals with Managing My Life Programs, which have been developed and refined over the last 20 years and have been used by more than 100,000 individuals in North America in team and group settings, on a self-study basis, and with one-on-one coaching.

Business Success Tools LLC is proud to be part of a network of Professional Coaches and Trainers that provide one-on-one coaching, teleclasses, web-cast sessions and on-site workshops using these high quality materials.

Visit www.BusinessSuccessTools.Biz to learn more about the consulting, facilitation and coaching services, as well as additional tools, Business Success Tools LLC offers.

About Managing My Life: Career Choices Made Easy

Managing My Life: Career Choices Made Easy is a professional, user-friendly, self-study career planning program, which is especially helpful to young people who are completing the last two or three years of their secondary education and are now making a decision about their future post-secondary studies. It will also be useful to young people who have completed their secondary education and are contemplating a change in their post-secondary studies but are still not sure of their career direction.

What Clients Say

My son was having difficulty deciding about his future post-secondary education. His marks were good, except for math and I was very concerned that he would consequently limit his choices in life. "Career Choices Made Easy" helped him understand that he should go to a university and complete a business degree, and that he, therefore, needed to improve his math marks. He subsequently undertook some tutoring in math, completed his business degree from McGill University and is holding a management position with CIBC.

Joseph Sardi, General Manager, General Electric Healthcare Division, Canada

Simon was having a lot of problems deciding among his post-secondary education alternatives and going through your program was extremely beneficial. It gave him a process to help him think through and research the various alternatives so that he, in the end, could select the one which was most appropriate for him. Thank you so much for making Career Choices Made Easy available to him.

Judy Tracy, Controller and Director of Human Resources, Central Toronto Youth Services