

Inside-Outside Career Guide

Keys to Successful Career Change

1. Nurture your spirit

- a. Connect with nature
- b. Read/listen/watch inspiring material: music, poetry, arts, crafts
- c. Meditate/reflect
- d. Suggested material: (great used book/cd site: www.abebooks.com)
 - i. Secrets of Power Performance, Roger Dawson
 - ii. Do What You Love, the Money Will Follow, Marsha Sinetar
 - iii. Your Life's Work, [CDs] and other works at www.RickJarow.com
 - iv. www.PaulPearsall.com [The Pleasure Principle and other works]
 - v. 7 Spiritual Laws of Success, Deepak Chopra
 - vi. Man's Search for Meaning, Viktor Frankl
 - vii. Any sacred or religious writings that you value, such as The Bible
 - viii. Simple Sleep Solutions, JP Nicolais, <http://amzn.to/1CWRPKv>
- e. Keep a journal with dreams, your writings, photos, leaves whatever expresses where you are and where you want to go.
- f. Enjoy the search!

2. Connect with others

- a. Create a new resume that focuses on transferable skills and accomplishments, tangible and intangible
- b. Develop a network through family, friends, neighbors, alumni associations, other groups you belong to [anyone who will help you move forward]
- c. Focus on face-to-face meetings and telephone; put less emphasis on email and social media unless they lead to face-to-face connections
- d. Meet with and get to know career decision makers
- e. Search online job boards, especially ones that specialize in the areas that interest you. Some of my, my favorites are:
 - i. www.idealists.org
 - ii. www.commongoodcareers.com
 - iii. www.execsearches.com
 - iv. www.theladders.com
 - v. National, regional and local: www.careerbuilder.com
 - vi. Resources [book]: there are too many; here's my favorite: What Color is Your Parachute?
 - vii. Many free online resources at careerbuilder.com, monster.com
 - ✓ Do a google search: resume writing tips or other topics of interest.

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