

# *Career Transitions: A Proactive Approach Resource Workbook*

For people thinking about changing, or  
enhancing their careers

By

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## Introduction

The purpose of this resource guide is to help you get started in planning your next career transition. For purposes of this text, it does not matter whether your transition is voluntary, or not! If you are thinking about changing or augmenting your present career, read on.

Today, we have unheard of opportunities to fashion our own lives. But we still may not know “what we want to be when we grow up.” This can be a problem! I will not try to solve that kind of problem here, but I will suggest several ways that should help you get moving. If you already know what you want to do, but are not sure how to get started, this guide will help you there too. If you think you actually need to know what you want to do to get started, forget it. You will probably need to do some serious research to even get to the point where you know what you are interested in doing in your next work life. Do not let the lack of a decision stop you from getting started.

Guide notes:

The font size is large enough for many adults to read the guide without getting a headache! Each of the 12 tips also has suggestions for action items and space for you to write in your plans.

If you print this guide leave the back page blank so you can write notes or questions on it. This guide is to help you start thinking and then acting on your next career transition. Write all over it! Mark up the written pages as well. Fold it up. Stick this guide in your briefcase or knapsack. Just use it.

Have questions about this guide? Want to make suggestions for updates, or to contact me? The best way is through e-mail, [r fw@mutaregroup.com](mailto:r fw@mutaregroup.com).

### **Special Bonus**

All purchasers of this guide through November 1, 2009 are entitled to one career coaching session by Rhonda F. Waters, Ph.D. at half price - \$55.00. Please email address above and give code# 0728 in the subject field.

Rhonda F. Waters, Ph.D.

## 10 Tips for Career Transition

In workshops and presentations I have found the following 10 tips for career transitions to be particularly helpful. There are many more tips, but these ten keep coming up over and over. Here is the list, with more on each topic to follow in this text. The list is not in any particular order. You must determine which items are most important to you!

1. Adjust your attitude.
2. Get your paperwork in order.
3. Learn your employee benefits.
4. Understand your rights.
5. Start your network, now.
6. Research your career options.
7. Let people know that you are looking.
8. Add to your personal knowledge bank.
9. Know your financial status.
10. Keep working at your job!
11. Bonus Tip - mastermind groups.
12. Super Bonus Tip - Get Started NOW!

## 1. Adjust your attitude

Nothing you do will screw up your chances of successfully changing or enhancing your career like a bad attitude. Even if you think the glass is half empty, say it is half full. Because in fact it is! At all times, you are in control of your perceptions. In order for the glass to be half full all you need to do is decide that it is true. Think about people who are in worse situations and you will quickly turn around.

You need to present a positive image to potential employers and coworkers. No one wants to work with a whiner. No matter how smart you are or how much you think you are contributing to your organization, if you are a bum to be around your days may be numbered.

There are a lot of talented people out there who will do your job not only cheaper, but also with a smile. If you do not think you can be replaced, just think what your company would do if you fell, or were pushed, in front of a bus tomorrow. By the end of the week your replacement would be taking your gloomy cartoons off the wall and sending them to your grateful family.

I am being intentionally harsh, but I have seen a lot of people who did satisfactory work get laid off basically because they were a pain in the – neck. Of course their companies did not say this, but if you suddenly find that everyone else has been transferred out of your department, do not be surprised when the remaining person (you) is told the group is phasing out. If this is your strategy for getting a severance package, I caution you. It may work!

If you are not sure whether you are a grouch, ask a peer who can tell you honestly. Not a subordinate! They may have to fib for job security reasons. You may have very good cause for being gloomy. That is irrelevant. Everyone has valid reasons to complain, but some of us prefer to remember the things we have to be grateful for instead. If you are interested in changing your career, a positive attitude about the process is essential. Even if you have been fired, or laid off, complaining about your lot in life will not endear you to other people. Don't forget that the people you are complaining to today might know about a job opening

tomorrow. If all they remember about you is whining, they will not be in any hurry to recommend you to the human resource department. Nor will they want to sit next to you for the next five years.

#### Action Items:

1. Read a book or article on improving your attitude.
2. To find out if you have been acting as if the glass is half empty: Keep track of negative, and positive things that you say. Yup, keep score for a week. Take a piece of paper draw a line down the center, then put a + on one side of the line and a – on the other:

+ Positive		-Negative

#### Reference Materials:

Brown, Les. (1992). Live Your Dreams. Avon.

This book will never grow old. If Les Brown can come out of his past to live his dreams, why can't you? Get moving!

Burley-Allen, Madelyn. (1995). Listening: The Forgotten Skill. Wiley.

Do you think you are listening already? This skill cannot be overrated. Learning to listen may help you succeed when everything else has failed. Using this book will remind you how to focus properly and become a better listener.

Edwards, Paul & Edwards, Sarah. (2001). Changing Directions Without Losing Your Way: Managing the Six Stages of Change at Work and in Life. J. P. Tarcher.

Learning what change really is might seem simple, until you try it yourself. This book deals with understanding change and then figuring out what your place is in the maelstrom. It has useful suggestions that encourage developing strategies to find your own way.

Jacobsen, Mary H. (1999). Hand-Me-Down Dreams: How Families Influence Our Career Paths and How We Can Reclaim Them. Harmony Books.

Did you feel pressured to make a decision about your career when you had no clue what you really wanted to do? This book gives you some insights into how and why that happened and what you can do about it now.

Leider, Richard J. & Shapiro, David A. (2001). Whistle While You Work: Heeding Your Life's Calling. Berrett-Koehler Pub.

Other Editions: Audio Cassette (Abridged)

If your work is not a “calling” this book will encourage you to think about reframing your attitude. There are some self-evaluations and projects readers can use to begin the process. For those willing to learn the strategies put forward in this book, there is positive information, which includes how to make your present job more significant to you.

Levine, Terri. (2000). Work Yourself Happy. Lahaska Press.

It may seem obvious, but you can choose to be happy, no matter what your work situation might be. This book has a program to walk you through the process of understanding how you can be happier at work and the kinds of choices that you can make to improve your outlook.

Pace, Diana. (2000). The Career Fix-It Book: How to Make Your Job Work Better for You. Sourcebooks Trade.

If you are not ready to change jobs yet, instead of being upset about a job you hate, this book shows you how to realign your thinking from negativity to formulating plans that will lead down a more pleasant path. This book is sensible and positive.

Ruge, Kenneth C. (1998). Where Do I Go from Here?: An Inspirational Guide to Making Authentic Career and Life Choices. McGraw-Hill.

This book will help by sorting out a lot of internal issues that may be keeping you from realizing your full potential.

Smith, Maggie. (1994). Changing Course: A Positive Approach to a New Job or Lifestyle. Prentice Hall Trade.

Having a positive approach to change is key to making adjustments maintaining sanity. This book has some useful ideas to keep you on track.

Weidlein, Marianne S. (1991). Empowering Vision For Dreamers, Visionaries & Other Entrepreneurs. Aimari Press.

This book is laid out like a business course. It has sequential information and handles most basic business skills. It also presents the idea of personal empowerment, which makes so many other things possible.

## 2. Get your paperwork in order

A lot of people keep just one file system for all their important papers, and that place may be in your work location office. Not a smart move. When some companies lay off, employees are not allowed to even access their computers before being escorted from the premises. Your company may not let you go back into your office to retrieve anything but the most mundane pictures and personal items. Your address card file might be considered company property. If you just happen to have your cardiologist's private number only in this place, you may be out of luck. (At least until your attorney gets this property back.) Your computer hard drive may be removed as well as your access to any schedule or palm pilot information.

NEVER use company web access inappropriately! Things you think are deleted are really still available on the server with proper passwords. If your cronies insist on spamming you, do not open their messages, just delete them. Some e-mail programs now allow you to "ignore" messages sent from individuals. They just disappear into cyberspace.

Also, on the paperwork front, what about your resume? When was the last time you even looked at it? Dust that baby off and see how much you have learned since then. There are plenty of resources to help you with this -- online, in books, and some state and local agencies may provide this service for free, if you are unemployed.

Even if you get help with your resume, be sure to get a copy on a diskette. Over half of large companies are storing resumes on computer files. Make sure that it is saved in the format that company wants. Most seem to take .doc (MS Word) files. Do not include anything fancy or your picture here. Just the facts.

It is preferable that you maintain your own resume, if at all possible because you will want to change it based on the company you are applying to and the job that you are seeking. It will not help your job search to send a resume that says you want to be an engineer, if you are seeking a job as a sales manager.

If you are changing careers, or even departments within the same company, you also want to be able to “shade” your resume to show your transferable skills. Many people get pigeon-holed into work that they have always done. “Once a techie, always a techie.” Not so. People change. To show that you are more “people oriented,” for instance, you would emphasize supervisory and team oriented skills in the narrative sections.

#### Action Items:

1. Set up a separate file system for your personal records at home. Backup files that you need for addresses of personal friends and other non-work related contacts. Make sure that you have included your schedule, if it has personal dates as well.
2. Include a copy of your handheld computer information on your home computer, or at the very least a paper file that you update regularly.
3. Update your resume! NOW!

#### Reference Material:

Downing, Neil. (2000). Maximize Your Benefits: A Guide for All Employees. Dearborn Trade.

This book puts information benefits that companies make available in one place. Commentaries also give ideas about situations when one benefit might be better than another, something most companies won't tell you!

Gleeson, Kerry. (1997). The High-Tech Personal Efficiency Program: Organizing Your Electronic Resources to Maximize Your Time and Efficiency. John Wiley & Sons.

Other Editions: Audio Cassette (Abridged), Audio Download (Audible.com)

Using all the electronic tools that you have can seem daunting. But this book explains how to coordinate things you already have into a cohesive system.

Hemphill, Barbara. (1998). Taming the Paper Tiger at Work. Kiplinger Books.

How will you ever sort out all the paper that you have at home and office? Buy this book. Then get busy! Practical answers to questions that will help you get rid of the clutter and develop a manageable system.

Ireland, Susan. (1997). The Complete Idiot's Guide to the Perfect Cover Letter. MacMillan Distribution.

Yes, you need to know about cover letter too! If your are sending out resumes, you want to make sure that they get read. Your cover letter is the key to that. This book gives directions on how to make sure that you are noticed. The book also handles some sticky employment issued like gaps and short-term situations. A special section on broadcast letters and thank-you letters is included.

Ireland, Susan. (2000). The Complete Idiot's Guide to the Perfect Resume. (2<sup>nd</sup> Ed.). Alpha Books.

This book has more information than you will probably ever need to know about resumes. However, you do need to know quite a lot to present yourself properly to prospective employers. This book is laid out in a very matter of fact way that will allow you to duplicate the sample resumes.

Lagatree, Kirsten M. (2000). Checklists for Life: 104 Lists to Help You Get Organized, Save Time, and Unclutter Your Life. Random House Reference.

Want a simple way to get organized? Most of the time when people tell me that they cannot complete a project it is because the task seems too big to even start. Using the lists in this book will get you started. It covers a lot of subjects in addition to work related organizations.

Morgenstern, Julie. (1998). Organizing from the Inside Out: The Foolproof System for Organizing Your Home, Your Office and Your Life. Owl Books.

Other Editions: Audio Cassette (Abridged), Audio CD (Abridged), Audio Download (Audible.com)

The author will help you develop a system for organizing without making you feel guilty! There is even a list to help pack rats let go of things. She even gives ideas about how long it will take to do each task.

### 3. Learn your employee benefits

You get a 50-page package from your employer every March and throw it into a drawer. Do you know what is in the package? If not, dig the package out; take it home and READ IT. That's right, take it home. You do not have time to spend trying to sort out this arcane information while you are supposed to be working. (More on this later.) If you have questions, which is likely, just bring them into work, and use the additional information sources that your company has provided. That might mean a call to the employee benefits department, or a hot line number they have provided. You may not even have to do any of this at work since some employers have after-hours telephone service for benefit related questions. Be sure to make notes on the explanations that you get and note the date, time, and name of the person providing the information. This may not help you in court, but since most of these conversations are recorded, it just might.

Find out what benefits you are entitled to if you leave the company voluntarily versus if you are asked to leave. Sometimes there are big differences. There may also be a standard severance package for all employees.

Keep track of any owed vacation/sick days. Mistakes happen, you want them to be in your favor.

Action Items:

1. Find out what benefits you are entitled to receive.
2. List the if/then situations. If your package has options, find out what they are and make sure that you have selected the ones that you really want.
3. If you are not getting what you want to have in a COBRA package, for instance, change your options now, if possible.
4. Locate the simple part of your benefit package that lists your coverage and clip it to the front of the mailing envelope. In case there is not a "simple" part of your package, write down a summary of what your specific benefits are and any variables that are pertinent on a list and

clip that list to the front of any papers you have describing your current benefits.

#### Reference Materials:

Downing, Neil. (2000). Maximize Your Benefits: A Guide for All Employees. Dearborn Trade.

This book puts information benefits that companies make available in one place. Commentaries also give ideas about situations when one benefit might be better than another, something most companies won't tell you!

Horowitz, David & Shilling, Dana. (1995). Fight Back! at Work. Dell Books.

This book is much more interesting than many books on the same subject. It covers basic information that you need to understand about your rights in workplace situations.

Pritchett, Price. (1994). The Employee Handbook of New Work Habits for a Radically Changing World: 13 Ground Rules for Job Success in the Information Age. Pritchett Publishing Co.

The ground rules in the book make sense, but I know people who regularly break them, and still wonder why they are in trouble! This book is not dry reading. It even has some laughs included.

Sack, Steven Mitchell. (2000). Getting Fired: What to Do If You're Fired, Downsized, Laid Off, Restructured, Discharged, Terminated, or Forced to Resign. Warner Books.

Legal advice that handles all the possible situations in the title! It even gives ideas for preparation if you THINK you are going to be laid off. Knowing what to expect and how to deal with it in advance can make a big difference to your bottom line.

Schuster, Jay R. & Zingheim, Patricia K. (Contributor). (1996). The New Pay: Linking Employee and Organizational Performance. Jossey-Bass.

Your company may not be doing this yet, but they should be! Understanding motivation now also includes employee benefits.

## 4. Understand your rights

Knowing what your legal rights are in a layoff situation might make a difference in how you are treated. If the person giving you the “good news” does not know as much about the process as you do, you might use that to an advantage later.

Labor unions, professional associations and other advocacy groups can sometimes provide information that may help you understand applicable rights. The U.S. Department of Labor has information that is available as well. You should gather this information now, not when you are in a panic. It may also take several weeks to get information from the government, or you may have to wait your turn when your 500 coworkers call the ACLU, or the union after you are all laid off.

You should also know your rights under normal circumstances, even if the situation is not a terminal one. You may be legally entitled to certain compensation if you are working extra hours, but your employer may not know about this law either. (Right)

### Action Items:

1. Do a search online or in your local library on employee rights.
2. Print and read at least three articles on employee rights. Put them into a folder for future reference. Try to find ones that are industry-specific to your field. Make sure that you understand these articles. They are useless as references if you do not know what they mean.

### Reference Materials:

Bernbach, Esq., Jeffrey M. (1998). Job Discrimination II: How to Fight, How to Win. Voir Dire Press.

If you wonder if you are, or have been discriminated against, this book will help you define your situation. If you have employees it might be an eye opener as well.

Gregory, Robert J. (1999). Your Workplace Rights and How to Make the Most of Them: An Employee's Guide. AMACOM.

This book deals very practically with workplace problems. You have certain rights and having an informed understanding of them will often help you in a tight situation. Whether standing up for your rights, or thinking about a legal action, this book lays it out for you.

Maple, Stephen, M. & Sach, Jacky. (2000). The Complete Idiot's Guide to Law for Small Business Owners. Alpha Books.

This book contains basic legal advice in an easy to understand format. Many small business owners do not get this kind of advice until it is too late. It is also invaluable for employees of small businesses as well. A single lawsuit could bankrupt a small company that is not properly protected.

Sack, Steven Mitchell. (2000). Getting Fired: What to Do If You're Fired, Downsized, Laid Off, Restructured, Discharged, Terminated, or Forced to Resign. Warner Books.

Legal advice that handles all the possible situations in the title! It even gives ideas for preparation if you THINK you are going to be laid off. Knowing what to expect and how to deal with it in advance can make a big difference to your bottom line.

Terrell, Leo James. (1998). Your Rights at the Work Place: The Things Your Boss Won't Tell You. Leo Terrell Enterprises.

This book has examples of real-life situations that will help you think about your place of work in a different way. You may recognize the people in the story if you have ever been passed over for a promotion, or been verbally abused at work. There are some clearly written explanations of laws passed to protect employees.

Tobias, Paul H. et al. (1997). Job Rights & Survival Strategies: A Handbook for Terminated Employees. National Employee Rights Institute.

This self-help guide is for newly unemployed people and those who want to be ready. Coping with job loss can delay action for many people. This book helps you understand what your options are and how to get over being laid off.

## 5. Start your network, now

The reason that you need to start your network now is because it will take about a year to really get this moving. Join local groups that you are interested in helping. Find some in the field that you want to work in, or that you work in now. Almost every profession has group meetings all over the country. Find a couple of groups and start going to their meetings. Do not join until you have established a level of comfort with the group and made a few friends. If there are not any professional associations that you are interested in near you, look into other non-profit organizations. Just get out of the house and make new friends. You do want to make sure that you are “networking” and not just making friends, however.

Networking is an art unto itself. You are not actually “selling” anything, except yourself! You want to meet a large number of people and tell them a little about yourself. More importantly, you want to find out about them. Ask work or event related questions. Find out why they belong to a certain group. If you ask a couple of attendees why they are there and they tell you “because Tom mixes great martinis” -this may not be a great way to meet business associates. Their motivation is not business oriented.

Establish “strategic alliances,” which is corporate-speak for finding people you can help who also might help you. You may not be able to work with people that you meet networking right away, but in the future you might. In this case – remember, you are trying to help them! Try to think of other people whose services they might need, even if it has nothing to do with you.

I think of networking as “relationship banking.” You are depositing as many coins into your account as you can, and one day they will pay off. It might be one person who remembers your service in a meeting at company headquarters. Or, it could be the conference committee that selects your presentation to be given at the national convention partially based on your helping other group members over the last five years. There is no way to tell in advance who is going to help your business. You just have to keep helping other people and banking relationships.

Even if nothing else ever comes out of helping others, you will have done good things!

Actively LISTEN to what they say. Stop thinking about your responses. Keep them talking so you can find out what they do and why they like this business. It can be very complex when two die-hard networkers get together. “Tell me about your latest project?” “Oh, I already know that, I want to learn about YOUR work.” “Really, I heard that you were working on something very interesting” It can get scary, but usually one of them will breakdown and talk for a few minutes about themselves.

I have met many people who say they hate networking. Get over it! I have come to enjoy the process. If you do not expect to solve world hunger during the first five minutes of a conversation, some of the pressure may drop. However, you do need to know how not to waste other people’s time. You will need to know the answer to several questions, aside from your personal data.

Here are some questions that I am asked frequently:

“What do you do?”

“How long have you been in the field?”

“What kind of clients do you have?”

“Do you know anything about this group?”

Note: If no one from the group hosting the function approaches to welcome you to the meeting, this might not be a place that welcomes new people. Most positive and thriving organizations have people assigned to greet newcomers. Do not take it personally, however. The greeters might just be busy when you arrive. Get your nerve up and speak to the first person you see standing around looking lost.

You will want to be able to explain your presence at networking events. This way other people there will know whether they can be of help to you up front. In order to simplify this weeding out process most people develop an “elevator speech.” In short, it is what you would say if you had 30 seconds to tell Bill Gates, the Dalai Lama or the General Manager of your company what you are doing there. Have a credible answer ready. The deer-in-the-headlights look may be funny on television, but

when YOU are the deer, it isn't nearly as funny. Practice the speech, but don't memorize it, be flexible.

Logistics: If you are going out to meet people in a new field, you may want to print some personal business cards. There are several inexpensive programs you can buy that make cards to be used in these initial forays. Actually, using this kind of program can help you decide what kind of cards, or stationary you want before you spend big money on something that you grow out of in six weeks. Do NOT apologize for not having cards, or having ones that are not engraved. Write your phone number if necessary on the back of the other person's card. Some people do not even give out cards, but they take everyone else's. This strategy gives them control of the next contact.

#### Action Items:

1. Find out where local professional associations in your field (or the field that you want to move into) meet, and go there! Ask some of the questions above.
2. Afterwards, make notes on the event. Were you nervous going? How did you deal with this? How many people did you speak to that you did not know before? Did you feel like this was a good place to be? Do you plan to go again?
3. Find out if the group has a mentoring program for new members.

#### Reference Materials:

Bridges, William. (1998). Creating You & Co: Learn to Think Like the CEO of Your Own Career, Perseus Press.

Transforming what you are really good at doing and then finding out a way to make money at it is the backbone of this book. For people who want to take charge of structuring their lives in line with their career path.

Burley-Allen, Madelyn. (1995). Listening: The Forgotten Skill. Wiley.

Do you think you are listening already? This skill cannot be overrated. Learning to listen may help you succeed when everything else has failed. Using this book will remind you how to focus properly and become a better listener.

Carnegie, Dale. et al. (1995). The Leader in You: How to Win Friends, Influence People and Succeed in a Changing World. Pocket Books.  
Other Editions: Hardcover, Audio Cassette (Abridged)

There are more “modern” techniques out there, but most of them began with this classic. This book has been updated for current markets, but the central messages are the same. Have a positive attitude and success comes through others.

Dorio, Marc A. & Maniscalco, Rosemary. (1998). The Complete Idiot's Guide to Getting the Job You Want. MacMillan Distribution.

Other Formats: Audio Cassette

Getting the job you want! What a concept! Not every job can be pursued the same way. Some industries have their own peculiarities. Sometimes a particular degree is necessary. Sometimes work history is more important. This book helps you figure out how to position yourself to get the job you want.

Fisher, Donna & Vilas, Sandy. (2000). Power Networking Second Edition: 59 Secrets for Personal & Professional Success. Bard Press.

Other Editions: Audio Cassette

You do not know how to network, or you want to make sure your skills are razor sharp. Get this book! Networking has been the answer to many a request for help. Get your network going NOW! There is even a quiz to help you find out where you are in the process, and show you how to get up to speed.

Fortgang, Laura Berman. (1998). Take Yourself to the Top: The Secrets of America's #1 Career Coach. Warner Books.

Other Editions: Audio Cassette (Unabridged), Audio Download (Audible.com)

Coaching may be this generation’s best response to the collapse of the “Old Boy’s Network”. Implementing the lengthy programs advocated in this book may seem daunting, but your view from the mountaintop, after you complete the program, will be worth the time.

Hansen, Katharine. (2000). A Foot in the Door: Networking Your Way into the Hidden Job Market, Ten Speed Press.

You MUST learn to network effectively, no matter what your chosen field. This book explains why and how to become a great networker and sphere of influence.

Levinson, Jay Conrad. (1998). Guerrilla Marketing: Secrets for Making Big Profits from Your Small Business. Houghton Mifflin Co.

In this completely revised and expanded third edition, Levinson covers lots of information that every small business owner must know. This book is conversational, but still very meaty. In my opinion, no small business library is complete without at least one book by Jay Levinson.

Timm, Paul R. (1997). 50 Powerful Ways to Win New Customers: Fast, Simple, Inexpensive, Profitable and Proven Ideas You Can Use Starting Today! Career Press.

Need to learn about customers? If you plan to be in business, or if you are already, this book will help. If you are running your own business, or working in some one else's, you still need to know this information. If you can't find and keep customers you won't be in business very long.

Zigarelli, Michael A. (1994). Can They Do That? : A Guide to Your Rights on the Job by Can They Do That?: A Guide to Your Rights on the Job.

If you don't learn anything else from this book, it will tell you when you need to see a lawyer about a work related problem! The book will also help you in other areas - such as family leave, drug testing and benefits.

## 6. Research your career options

Search online. Go to your local library. Attend a class at a local adult education program. Find out what options are open to you in selecting or enhancing your career. Learn what you have to do to open more doors. No one was born a book publisher, but with training, persistence and a good network, you can become one.

If you have not been to a library lately, go. They have many more resources available especially in the form of the librarians! These people are very knowledgeable and helpful. Some libraries have special branches and sections for business related fields. Go there, talk to people, and ask questions. Remember you are on a data-gathering mission. If you are in a smaller town, or have access to a library with a limited business section, your library probably has “loan privileges” with larger libraries. You may even be able to search other library catalogs from your location. The local library can then order books that you want sent to them. This process can take a long time, but for specific needs it can work.

Read the employment section of your local paper in print OR online. See if they have any listings in the field that you are thinking of entering. Not seeing any does not necessarily mean anything. I do not recall every seeing an ad for a professional speaker! If there are few listings in your field that might just tell you that other methods are in use, like online, or through word of mouth.

In the paper you will also find job fairs that are coming up shortly. Going to a job fair is an adventure! If jobs that you want are part of a fair that you see coming up - GO! Take enough copies of your resume to give to every company in attendance, plus 20% more in case other companies have been added since the ad was placed. Some companies do initial interviews right at the fair. Be properly dressed and ready to impress.

Some jobs are most available at specific times of the year. If you secretly want to be a teacher, the majority of jobs open up in the spring. School districts begin planning for the fall then. Watch for job fairs and opportunities in May. You might also want to get onto the substitutes list in surrounding communities. Get your feet wet as an assistant while

training to get your teaching certificate. Be flexible. The history department head job will not open up the first day that you apply. You will have to work your way up the ladder! Some school departments have web pages for job vacancies that you can bookmark online. In Boston the page is [www.boston.k12.ma.us](http://www.boston.k12.ma.us).

Can't find your targeted field in the newspaper or online? Look in your telephone book. See if the desired field has a listing. Think about options for headings. Except for "restaurants" and "plumbers" I never can find anything in the phonebook the first time. I always have to look around.

Look at the big online job engines like [www.monster.com](http://www.monster.com) and [www.careerbuilder.com](http://www.careerbuilder.com). They may seem scary and monolithic BUT they are key places for gathering jobs. They also list salary ranges which can be helpful when this is discussed. Many professional associations also have employment sections on their web pages. Look for it!

#### Action Items:

1. Investigate salaries in your field. Consider whether you can live on that amount of money. (See Tip # 9)
2. Find 5 web pages by people or organizations doing what you want to do.
3. Send an e-mail to one of those people and ask them how they got into the field.

#### Reference Materials:

Bermont, Hubert. (1995). How to Become a Successful Consultant in Your Own Field. (4th ed.). Prima.

Using personal and useful examples the author advises on the pitfalls and glories of becoming a consultant. A realistic treatment of what the life of a consultant is really like, the good and not so good.

Bloch, Deborah, P. & Richmond, Lee J. (1998). SoulWork: Finding the Work You Love, Loving the Work You Have. Davies-Black Pub.

This guide is practical as well as being spiritually oriented. Connecting to your personal values in selecting a career might be a new concept, but this book explains it simply.

Bolles, Richard Nelson. (2000). What Color Is Your Parachute? 2001: A Practical Manual for Job-Hunters and Career-Changers. Ten Speed Press.

If you have not heard of this book, wake up! The central question, “What do you want to do?” plagues many of us. This book is as current today as it was when first published thirty years ago. This edition has been rewritten and updated, but the main theme is the same.

Buckingham, Marcus & Clifton, Ph.D., Donald O. (2001). Now, Discover Your Strengths. Free Press.

Other Editions: Audio Cassette (Abridged), Audio CD (Abridged)

This book will show you how to focus on your strengths instead of worrying about what you cannot do. By spending more time on your positive traits you will have more time to improve, and less time to whine.

Burkett, Larry & Ellis, Lee. (1998). Finding the Career That Fits You: The Companion Workbook to Your Career in Changing Times. Moody Press.

The authors use extensive history to create a tool that will help you make key decisions.

Butler, Ph.D., Timothy & Waldroop, Ph.D., James. (1997). Discovering Your Career in Business. Perseus Press.

This book includes a computer disk of the authors’ “Business Career Interest Inventory” to help people select careers than have meaning to them. The book discusses many of the issues you may be dealing with, including status and money.

Cantor, Dorothy & Thompson, Andrea. (Contributor). (2001). What Do You Want to Do When You Grow Up: Starting the Next Chapter of Your Life. Little Brown & Company.

There is more to life than just work and this book will help you understand the importance of personal growth as part of your maturation process. Techniques are available for sorting out how you make decisions and why. The format is user-friendly.

Charland, William & Henderson, David E. (1997). The Complete Idiot's Guide to Changing Careers. MacMillan Distribution.

If you are serious about changing careers, you need to read this book. Even if you are still in the wondering phase, read this book. It encourages

you to think about skills that you have which may be transferable. It also has information about the current economy.

Dorio, Marc A. & Maniscalco, Rosemary. (1998). The Complete Idiot's Guide to Getting the Job You Want. MacMillan Distribution.

Other Formants: Audio Cassette

Getting the job you want! What a concept! Not every job can be pursued the same way. Some industries have their own peculiarities. Sometimes a particular degree is necessary. Sometimes work history is more important. This book helps you figure out how to position yourself to get the job you want.

Krantz, Les & Lee, Tony. (2000). Jobs Rated Almanac, 2001: The Best and Worst Jobs-250 in All-Ranked by More Than a Dozen Vital Factors Including Salary, Stress, Benefits and More. Griffin Trade Paperback.

All kinds of statistics are available in this one book. In addition to the factors in the title, there is information in many other areas including promotion potential and industry growth. If you want to get a quick overview picture of a career that you are considering, this book will help.

Levinson, Jay Conrad. (1998). Guerrilla Marketing: Secrets for Making Big Profits from Your Small Business. Houghton Mifflin Co.

In this completely revised and expanded third edition, Levinson covers lots of information that every small business owner must know. This book is conversational, but still very meaty. In my opinion, no small business library is complete without at least one book by Jay Levinson.

Melancon, Robert M. (2000). The Secrets of Executive Search ...Professional Strategies for Managing Your Personal Job Search.

Melancon & Company.

This book explains strategies for coordinating an executive job search. There are great ways to sort through information and take control of this project. It also gives information about what companies are looking for in key positions.

The following web sites are giant job search databases that have plenty of jobs to look through. Many large companies post their jobs directly with these companies. Take a look at them all.

[www.Monster.com](http://www.Monster.com). This giant job board is a must stop for everyone searching online.

[www.HeadHunter.net](http://www.HeadHunter.net). More executive jobs than most other boards.

[www.CareerBuilder.com](http://www.CareerBuilder.com). In addition to job search there is commentary on how to prepare your online image.

Your industry may have specific search engines as well. For example: [www.adjunctnation.com](http://www.adjunctnation.com) and [www.higheredjobs.com](http://www.higheredjobs.com) are resources with job listings for college professors, nationwide. Some international jobs are listed as well.

Look at you city and state web sites as well. They frequently have listings for local government jobs.

Small Business:

<http://www.sba.gov>. This site is a great place to begin your search.

[www.Smallbiz.com](http://www.Smallbiz.com). Lots of information for small business owners and wannabes.

<http://gmarketing.com> If you think you can run any business without marketing, forget it. Jay Levinson's site and books are great for small and frugal business owners.

## 7. Let people know that you are looking

You may need to be discreet at work, but if NO one knows that you are looking for a job, no one will be looking out for you. If I only had a nickel for every time someone said to me “I didn’t know you did leadership and development training! My company brought in someone, but I know that you would have done a better job.” I would have a pocket full of nickels ;-).

Ask people who work in your target field how their jobs are done and what opportunities exist. Don’t lean on them for a job every time you see them. People will avoid you like the plague. Do not tell people why you want to leave your current job, or that there are too many negative vibes. Tell them what interests you about their field and how you have been preparing to change fields.

Send your 100 closest personal friends and family a note; or an e-mail announcing your upcoming, or recent freedom, and tell them what you are planning. Caution: if you send any kind of written correspondence, do not be surprised when your current boss brings a copy of the note back to you! This is not a good way for him/her to find out that you are looking for a job. It will not help you get a good recommendation. You may be fired on the spot. This will not enhance your reputation with future employers and it could even wind up in a lawsuit.

If you have the support of your current employer to find another job, great. This actually does happen, on rare occasions. Some companies take pride in helping people get started and sending prepared professionals out to do great things. You will know whether this is likely to happen based on your day-to-day experiences.

Don’t forget to notify family members! Many people have uncles or cousins who seem to know everyone. These people love to share useful knowledge. I hear you saying - “Tell my cousin Tom, NO way, that bozo will just tell everyone that I’m getting fired.” You do run that risk. But if your Aunt Mary finds out that you are a budding cartoonist and her company is looking for an illustrator for a pamphlet, you may get a shot at the job. No knowledge means no job offer. Which do you prefer?

On the larger subject of personal change, some people will not support your plan to change your life. Some of those people will be your “friends.” Part of this is driven by fear. Does your change mean that they are no longer “good” enough to be your friend? These people have been important to you in the past, but whether they will be important in your future will be up to you. These are hard choices to make, I know. More than one person has stayed in relationships that stifle their creativity. Will you be one of those people who allow others to determine the course of your life? Even people who love you may take a few minutes (weeks, or months) to adjust to your change, just like it has taken you years to make these initial decisions. Do not put demands on them; just ask for their support.

#### Action Items:

1. Draft a note to send out to family members, telling them what you plan to do and asking if they have any suggestions, or know someone in your targeted field. Be sure that this note has been checked 100% for spelling and grammar issues!
2. Tell your best outside-of-work friends that you are thinking of a career change. Ask them for their support in this process.

#### Reference Materials:

Criscito, Pat. (2001). Resumes in Cyberspace: Your Complete Guide to a Computerized Job Search. Barrons Educational Series.

Most companies now prefer a digital resume. It cuts way down on the paper! This book even explains how to make you resume fax-friendly. Also included is information about job banks.

Ireland, Susan. (1997). The Complete Idiot's Guide to the Perfect Cover Letter. MacMillan Distribution.

Yes, you need to know about cover letter too! If your are sending out resumes, you want to make sure that they get read. Your cover letter is the key to that. This book gives directions on how to make sure that you are noticed. The book also handles some sticky employment issued like gaps and short-term situations. A special section on broadcast letters and thank-you letters is included.

Ireland, Susan. (2000). The Complete Idiot's Guide to the Perfect Resume. (2<sup>nd</sup> Ed.). Alpha Books.

This book has more information than you will probably ever need to know about resumes. However, you do need to know quite a lot to present yourself properly to prospective employers. This book is laid out in a very matter of fact way that will allow you to duplicate the sample resumes.

Online information:

[www.Monster.com](http://www.Monster.com). This giant job board is a must stop for everyone searching online.

[www.HeadHunter.net](http://www.HeadHunter.net). More executive jobs than most other boards.

[www.CareerBuilder.com](http://www.CareerBuilder.com). In addition to job search there is commentary on how to prepare your online image.

These sites are giant job search databases that have plenty of jobs to look through. Many large companies post their jobs directly with these companies. Each has its own specialties. Take a look at them all. Your industry may have specific search engines as well. For example: [www.adjunctnation.com](http://www.adjunctnation.com) and [www.higheredjobs.com](http://www.higheredjobs.com) are resources with job listings for college professors, nationwide. Some international jobs are listed as well.

Look at you city and state web sites as well. They frequently have listings for local government jobs.

## 8. Add to your personal knowledge bank

You cannot afford to think that you know everything. If you really do know everything, why aren't you running the world instead of reading this workbook! You have to keep up with advances in your target field.

Look at colleges and universities that have courses you are interested in. You may be surprised to discover that they have adult education classes online or conveniently scheduled at night or on weekends

Read industry specific magazines, take a course online or go to a community lecture. Do it! People who are much less fortunate than you are working on improving their educations all the time. I have been in classes with single parents, disabled persons, welfare recipients, and CEOs of all size companies. They all MADE time to insure their financial and personal success, and so can you. Go back to the 1<sup>st</sup> tip if you have forgotten about a positive attitude!

Action Items:

1. Create a plan to read at least one book a month in your field. Then get the first book and start reading it! (Or listening)
2. Get a brochure for your local center of adult education and go to a class. You can even take something for fun, once in awhile!
3. Check out college programs to see if your career interests match with academic realities. Call, or e-mail the school and talk with the professors who are teaching there. Make a list of possible schools to attend.

Reference Materials:

Bloch, Deborah, P. & Richmond, Lee J. (1998). SoulWork: Finding the Work You Love, Loving the Work You Have. Davies-Black Pub.

This guide is practical as well as being spiritually oriented. Connecting to your personal values in selecting a career might be a new concept, but this book explains it simply.

Carnegie, Dale. et al. (1995). The Leader in You: How to Win Friends, Influence People and Succeed in a Changing World. Pocket Books.  
Other Editions: Hardcover, Audio Cassette (Abridged)

There are more “modern” techniques out there, but most of them began with this classic. This book has been updated for current markets, but the central messages are the same. Have a positive attitude and success comes through others.

DePree, Max. (1989). Leadership is an Art. Dell.

This book has provided many useful lessons to me. Simply written, this may be the best leadership book I have ever read. Instead of adding piles of useless information and confusing examples, this book cuts right to the bone. It is told in stories, so you will actually have to think about the meanings, but don't let a little thinking stop you from reading this.

Gross, Ronald. (1999). Peak Learning: How to Create Your Own Lifelong Education Program for Personal Enlightenment and Professional Success. J. P. Tarcher.

Lifelong learning has become a buzzword. It should be. If you want to keep working, you must keep learning. This guide helps people design their own personal learning programs without having a degree in adult education.

Online Information:

<http://www.degree.net/books/bearsguide.htm> This link is the most comprehensive source of online degrees that I have yet found. It lists many of the distance programs available.

## 9. Know your financial status

If you do not know how much money you need each month to pay your bills, you are working with one arm tied behind your back. If you suddenly get laid off, you will be in a world of trouble.

Bite the bullet and write down all of your monthly bills and miscellaneous expenses - ALL of them. Total everything from credit cards to daily coffee to your kid's allowances (are you sure they really need one?). Find out where your money goes. Include normal monthly expenses, vacations and holiday spending as well. Do you send birthday gifts to your 15 nieces & nephews? Great, now add the costs to the list.

Do not be surprised if it takes you a couple of weeks to get this together. If you think you did this from memory in 10 minutes, I challenge you to test the validity of your memory. Spend a month verifying your information. Write down every penny you spend. Then add the things you missed to your updated list!

Action Item:

1. Actually breakdown and find out how much money you really owe!

List expenses: (you may have more!)

Rent/mortgage

Car including maintenance and GAS

Insurance - home/car/business/dental/medical/term

Food - use actual receipts for groceries/lunches/coffee

Clothing – look at past 6 months receipts

Gifts for self or others

Vacations – hotel/air/rental car/tours

Reference Materials:

Bach, David. (2001). Smart Couples Finish Rich: 9 Steps to Creating a Rich Future for You and Your Partner. Broadway Books.

Other Editions: Audio Cassette (Abridged)

This thoughtful book will help you set up long term strategies. Working together makes the process a team effort, and much more likely

to be successful. There are good exercises to help partners decide what to expect in their financial futures.

Butler, Ph.D., Timothy & Waldroop, Ph.D., James. (1997). Discovering Your Career in Business. Perseus Press.

This book includes a computer disk of the authors' "Business Career Interest Inventory" to help people select careers that have meaning to them. The book discusses many of the issues you may be dealing with, including status and money.

Dacyczyn, Amy. (1999). The Complete Tightwad Gazette: Promoting Thrift As a Viable Alternative Lifestyle. Random House.

Ways that you may never have thought of to help save money. The author's family made it a kind of game. Lots of information, some of it off the wall, but some is just plain good sense. Don't worry about people calling you a tightwad; they will just call you rich with the money you have saved.

Edelman, Ric. (2000). The Truth About Money. Harper Resource.  
Other Editions: Audio Cassette, Audio Download (Audible.com)

Probably more than you want to know about why you have no money. Or to be more positive, you can see what a great job you have done developing positive habits. This book gives you suggestions on ways to save more money.

Orman, Suze. (2000). 9 Steps to Financial Freedom: Practical and Spiritual Steps So You Can Stop Worrying. Three Rivers Press.  
Other Editions: Audio Cassette (Abridged), CD-ROM

Another must-have book. Suze Orman was one of the first authors I heard talking about our relationship to money. It seems our histories with money can determine how we save and prepare for our futures. Read this book, it will be good for you.

Porot, Daniel & Haynes, Frances Bolles. (Contributor). (2001). 101 Salary Secrets: How to Negotiate Like a Pro. Ten Speed Press.

This book will give you some basic ideas on how to start the salary negotiating process. You don't want to have to pay for your mistakes!

Online Information:

<http://www.fool.com/m.asp?i=397931>

Fool.com sponsors a “Living below your means” bulletin board. The object is to help get you in to a saving mode for your future.

## 10. Keep working at your job!

Even though you may be planning to leave the company that you work for now, you want to leave on your own terms, if possible. To do that, you need to work well at your current job.

There seems to be a “layoff paralysis” that happens in companies when there are rumors of change. These rumors do not have to be legitimate. “Some one told Mike, on the side that layoffs were coming in the spring.” When you ask who that someone was, you probably won’t get an answer. People who should know better spend all day on phone calls to other people talking about the pending layoffs.

If you can stay focused on the work at hand and thus become a standout to top management, you may be a layoff survivor, instead of road kill.

Action Items:

1. Find out how you spend your work time. Each day for one week take a piece of paper, write the hours that you are at work in fifteen minute increments down one side of the paper. Then as the day progresses, write in what you are actually did.

Example:

Time	Work
8am	check phone messages
815am	see boss
830am	coffee
and so on...	

2. Go ask your boss how you could do a better job, then do that.

Reference Materials:

Hughes, Marylou. (1998). Keeping Your Job While Your Bosses Are Losing Theirs. William Neil Publisher.

Keeping the job you have might be an option. This book explains how to cope with downsizing all around while you are not being laid off.

Salmon, William A. & Salmon, Rosemary T. (1999). The Mid-Career Tune-Up: 10 New Habits for Keeping Your Edge in Today's Fast-Paced Workplace. AMACOM.

If you have been working for over five years, a lot of things have changed. If you have a much longer work history, a LOT of things have totally disappeared. And the replacement ideas, if there are any, may not even look familiar. This book gives you information to keep you on your toes.

Stafford, Diane. (1998). Your Job: Getting It, Keeping It, Improving It, Changing It. Kansas City Star Books.

Careers have stages and phases; this book will help you understand where you are on the spectrum. The style is direct, but still light enough to make it readable for mortals.

## Bonus Tip

### Get thee to a mastermind group

Once you have decided what you want to do and started the process of transition you can help your program by becoming a member of a group. Call it what you want -- success, mastermind, brain trust group, but working in groups of people who are trying to do similar things is a very positive way to achieve faster results. Remember that all of us are smarter than any of us!

On the other hand, do not rush into forming this group. Look around for like-minded people who also want to make similar transitions. Find or start a group that meets your needs. This process is about helping you. It's okay to say no to joining a group if you are not able to make a full commitment for any reason.

Mastermind meetings are not the same as "Lead" groups. Lead groups usually meet to put people in contact with others who might be potential customers or employers. The mastermind group function is to help people who are trying to become more successful in a certain field through a variety of methods. They might brainstorm on how a member can create a media package, set up a marketing plan, or even help find finance for a store location.

These groups also can provide a level of accountability that might otherwise be lacking if you are on your own. Members give themselves assignments to do before the next meeting, and then provide the information as expected. The real pressure is peer, and self-inflicted, of course.

Read a book or article with suggestions on how to form one of these groups. It may not be right for you at this point, but it might be a great help in the future.

Groups meet quarterly, monthly, weekly - it seems to depend on what you are trying to achieve. I have found when I am in a data gathering phase that the monthly model works best, but when I am in taking action mode meeting weekly helps to keep me moving.

“Meetings” do not have to be in person. The telephone works fine for small gatherings. In fact I think meeting in person can take up a lot of time in transit and preparation that could be better spent actually be spent working. But this really depends on what you and the other group members want.

I am a professional coach and advisor to people in transition; whether they are individuals changing careers, owners of small business startups, or companies who want to improve their corporate cultures. I know the value coaching and mentoring has had in my life, both as a recipient and as a supporter. Also, I have found very few references in this area. I am going to write a more extensive booklet on this subject soon. Be sure to put your name on my mailing list and I will let you know when it is ready. [www.mutaregroup.com](http://www.mutaregroup.com)

#### Action Items:

1. Write down a list of career-related things for which you would like to have a support system.
2. Make a list of requirements, time, location, phone, frequency
3. List the people you know who might have similar ideas.
4. Call a professional association in your field and see if they already have mastermind groups.

#### Reference Materials:

Kiser, A. Glenn. (1998). Masterful Facilitation: Becoming a Catalyst for Meaningful Change. AMACOM.

Learning to facilitate groups is a skill every successful manager needs to know. So does every group member. Think how easy it would be to get things done if we had common objectives and goals! This book will help you develop better skills, no matter what your capacity in the group.

Lipman-Blumen, Jean & Leavitt, Harold J. (2001). Hot Groups: Seeding Them, Feeding Them, and Using Them to Ignite Your Organization. Oxford Univ. Pr.

Groups of successful people do not magically appear. This book shows how organizations and individuals can help inspire and build them.

A group of people with a common purpose that the feel is important can do almost anything. This book has practical advice about forming and maintaining these volatile, but potentially highly successful groups.

Sinetar, Marsha. (1998). The Mentor's Spirit: Life Lessons on Leadership and the Art of Encouragement. St. Martin's.

Mentoring is a very important part of many people's lives. Learning how to be a better mentor, or a mentee, will improve your effectiveness no matter what career you choose. This book tells us how to develop these skills.

Wellington, Sheila W. (2001). Be Your Own Mentor: Career Strategies for Women. Random House.

It is time for some people who have been searching for a mentor to just get on with making, and carrying out their own plans! Modeling positive behaviors that we learn through mentoring would be great, but sometimes we just have to take care of ourselves. This book has suggestions that you may not have thought about for finding a mentor, and also ideas of how to get moving on your own.

**Super Bonus Tip  
Get Started – NOW!**

You have lots of information to help you get going in preparing for your career transition. Do something with it! Put it into action! Start by going to the library and getting one of the books listed, or looking at a web page. Do something positive. Every day your positive actions move you closer to discovering and achieving your goals.

**Action Items:**

1. Go back through this workbook and start doing the action items that you can right away.
2. Write out a specific plan for getting all of the appropriate items done – be sure to include estimated completion dates!

## Additional Book & Tape Resources

I have deliberately selected books (and audiotapes) that are readily available from online sources like amazon.com and bn.com. This is not because I want you to buy them per se, but because I want to make sure that you can read the actual source material, if you want. Your local libraries may have some of these items; by all means check them out! There are some that you will definitely want to purchase for easy reference, but I leave that to your discretion. There may also be new versions of these books available now. Just get the most recent one.

While I have provided information suitable to each of the twelve tips for career transition in their particular section, there are other resources that you may want to consider listed in the following pages.

Note: In case you are not aware, I love the Idiot's Guides, and list several of them in this reference section. Do not let the name fool you; a lot of very smart people have them on their bookshelves. They provide a starting point for your research and they are written in "normalspeak" instead of "technobabble." In most cases I have included my own views of the resources, in others I have provided information from the author, or their representatives.

### Career Option Information:

Ackley, Kristina M. (2000). 100 Top Internet Job Sites: Get Wired, Get Hired in Today's New Job Market. Impact Publications.

Using the Internet to research and find jobs can save hundreds of hours in the application process. Many companies now store resumes on their computers systems and a direct route to fast sorting is a tremendous advantage. There are also sites listed that will help you learn more about careers

Attard, Janet. (2000). The Home Office and Small Business Answer Book: Solutions to the Most Frequently Asked Questions. Owl Books.

A very concise book covering most issues new business owners need to know. And things some of us wish we had known before getting started. The book is laid out in a logical manner, which makes finding information much easier.

Bayan, Richard. (1984). Words that Sell. Contemporary Pub.

If you plan to sell anything, including yourself, read this book to get a handle on the lingo. And this book explains how perceptions can be formed by word usage. Whether you know it or not you are in sales, of one kind or another.

Chapman, Jack. (1996). Negotiating Salary: How to make \$1000 a minute. (3<sup>rd</sup> ed.). Ten Speed.

Logical strategies to use in preparing to negotiate your salary. Types of salaries and ways to optimize them should help you in this process.

Edwards, Paul & Edwards, Sarah. (1997). Making Money With Your Computer at Home: The Inside Information You Need to Know to Select and Operate a Full-Time, Part-Time, or Add-On Business. Putnam Pub Group.

This book has been updated since its original publishing. The numbers of computer jobs available have jumped recently. Companies are also more open to having contactors handle work, and to telecommuting. This book includes strategies for making this non-traditional kind of employment work.

Edwards, Paul & Sarah Edwards. (1999). The Best Home Businesses for the 21st Century: The Inside Information You Need to Know to Select a Home-Based Business That's Right for You. J. P. Tarcher.

If you are interested in running a home-based business this book is a requirement. This book has been updated and has pertinent current information. It also lists the top 100 hot new businesses for small business people.

Fisher, Anne. (2001). If My Career's on the Fast Track, Where Do I Get a Road Map?: Surviving and Thriving in the Real World of Work. William Morrow & Co.

This book covers a lot of material, including what to do after you get fired and whether or not you need an MBA to get ahead. Information

across the full spectrum of employment, from college to deciding if you deserve a raise.

Gardella, Robert S. (2000). The Harvard Business School Guide to Finding Your Next Job. Harvard Business School Press.

Another in the series from HBS (see Burton). Even Harvard people are looking for their next job. Finding a job can be harder than doing the job. Reading this book will help you plan your next move.

Goodenough, David (Editor). (1999). Career Transitions: The Best Resources to Help You Advance. Resource Pathways.

This book brings together many sources into one place, well organized and easy to use.

Jaffe, Azriela L. & Lontos, Pam. (1999). Starting from "No": 10 Strategies to Overcome Your Fear of Rejection and Succeed in Business. Upstart Publishing Co.

Learning about rejection may seem like the last thing you want to do, but better to read about it than to be crushed when it happens. And it will happen! Developing strategies for working through the paralysis is essential to be successful, or to even survive.

Kaye, Beverly L. (1997). Up Is Not the Only Way: A Guide to Developing Workforce Talent. Consulting Psychologists Press.

Everyone will not get to the top of the pyramid. Most of us will not! While this book was written to help human resource managers understand and motivate employees, its information is readily adaptable for individual use. Practical information about how to shift your thinking and get real about your work.

Koen, Deb & Lee, Tony. (2000). Career Choice, Change & Challenge: 125 Strategies from the Experts at careerjournal.com. Jist Works.

The content of this book is directed by readers' questions from the Careers Q&A Column in "The Wall St. Journal" online career site, careerjournal.com. It gives real answers to real questions from real people. There are also some guides for making choices and exploring your career options.

Krannich, Ronald L. & Krannich, Caryl Rae. (1999). Jobs for People Who Love to Travel: Opportunities at Home and Abroad. (3rd Ed.), Impact Publications.

If you really want to travel for work, this book will tell you what careers will offer you the most travel miles. Employers who expect a lot of dashing around are listed.

Lavington, Camille & Losee, Stephanie. (1998). You've Only Got Three Seconds: How to Make the Right Impression in Your Business and Social Life. Doubleday.

If you thought you were under pressure before, this book says that you have three seconds to make a first impression before other people make life-impacting decisions about you! This book gives readers ideas about how to prepare for these moments and give your best impression ever.

Lichtenberg, Ronna. (2001). It's Not Business, It's Personal. Hyperion.

If you have ever wondered what Machiavellian plots the politicians are hatching in your office, this book will give you more insight than you probably want! This book has strategies for improving your networking skills and why they are crucial.

Lucht, John. (2000). Rites of Passage at \$100,000 to \$1 Million+: Your Insider's Lifetime Guide to Executive Job-Changing and Faster Career Progress in the 21st Century. Viceroy Press.

As an executive recruiter for more than 30 years, the author knows what large organizations are looking for. His book tells you, in great detail how to get ready for the big time. His networking strategies alone make this book worthwhile. The online references are another great find for top-level job seekers.

McGovern, Marion & Russell, Dennis. (2001). A New Brand of Expertise, How Independent Consultants, Free Agents, and Interim Managers are Transforming the World of Work. Butterworth-Heinemann.

In the brave new world of “free agents,” companies now hire major talent by the hour. This book discusses how the process works, and how experienced managers can use this market. If you have a specialized skill that is in demand, this market may be for you. It also might be useful for augmenting income while building your own business.

Norman, Jay. (1999). What No One Ever Tells You About Starting Your Own Business: Real Life Start-Up Advice from 101 Successful Entrepreneurs. Upstart Pub Co.

The resource for this book are the 100 entrepreneurs who told Jay Norman mistakes they made building their businesses to prevent you from doing the same thing! Listen to them!

Paulson, Ed. (1999). The Complete Idiot's Guide to Buying and Selling a Business. MacMillan Publishing.

If you are thinking about buying or selling an existing business, you need this book. It even talks about how to bring a failing business back to life, and dealing with bad finances.

Paulson, Ed. (2000). The Complete Idiot's Guide to Starting Your Own Business. (3<sup>rd</sup> ed.). Alpha Books.

This is the perfect get-started guide to opening a business. Written in a lighthearted, friendly format, this book helps you act on your dreams, and provides expert advice on business plans, financing, legal concerns, and marketing issues. It explains all you need to know and do to be your own boss.

Peters, Thomas J. (1999). The Brand You 50 Alfred A Knopf.

Other formats: RocketEdition

Getting yourself noticed is key to moving up the corporate ladder, or starting your own business. Developing “Brand You” is essential to enhance any opportunities that you have. Peters explain how to choose high visibility projects that will increase your brand recognition and reputation.

Pinson, Linda & Jinnett, Jerry. (1999). Anatomy of a Business Plan: A Step-By-Step Guide to Starting Smart, Building the Business, and Securing Your Company's Future. Dearborn Trade.

Create a polished, professional business plan with this step-by-step guide. This bestseller has successfully helped many entrepreneurs write business plans that work. It will help you create an effective, results-oriented plan quickly and easily— and show you how to put concepts into action.

Porot, Daniel et al. (1999). 101 Toughest Interview Questions: And Answers That Win the Job! Ten Speed Press.

If you have ever wondered what to do about annoying questions in interviews, look no further. This book gives you lots of ammunition to fight back whether you are currently looking for a job or wondering how to get ready.

Reiss, Bob & Cruikshank, Jeffrey L. (2000). Low Risk, High Reward: Starting and Growing Your Business With Minimal Risk. Free Press.

Not everyone wants to take big risks starting. The author lays out a more measured approach and offers strategies that have been successful in his work.

Ryan, Daniel J. (2000). Job Search Handbook for People With Disabilities. Jist Works.

This book has positive advice for all of us. There is a section on strengths and weaknesses that I found very useful. There is also a very specific guide to help plan your career.

Schonberg, Alan R. (2000). Headhunters Confidential! 125 Insider Secrets to Landing Your Dream Job. McGraw-Hill Professional Publishing.

This book shows you the process headhunters use to get their clients qualified employees. Then the book helps you sort out how to make YOU the best candidate for the job you want.

Sortino, John, & Shelly, Susan. (1999). The Complete Idiot's Guide to Being a Successful Entrepreneur. MacMillan Distribution.

Entrepreneurship is not an easy road. This book offers effective guidance and valuable information to help you get started and keep moving. A must read for anyone considering opening their own business.

Tedesco, Anthony & Tedesco, Paul. (2000). Online Markets for Writers: How to make money by selling Your Writing on the Internet. Holt Pub.

If you are wondering if you can make a living by writing using online market resources, this book is for you. There is specific information pertinent to online groups, but the theme is similar for writers of hard copy books and articles as well.

Wegerbauer, Maryanne L. (1999). Job Offer! Jist Works.

Have you ever wondered whether you made the best deal in terms of salary and benefits? This book will help you find out. There are worksheets and information about what to expect and how to get more of what you want.

Weltman, Barbara & Williams, Beverly. (2000). The Complete Idiot's Guide to Starting a Home-Based Business. (2<sup>nd</sup> ed.). Alpha Books.

This book covers all the required skill sets for entrepreneurs, in plain language. It gives you a place to start in each of the areas that new business owners need to understand, including financial setup and tax planning.

Weltman, Barbara. (1999). Tax Deductions for Your Small Business. (3<sup>rd</sup> ed.). MacMillan.

These guides change every year or so, make sure that you get a recent one. This guide is helpful when you are preparing taxes or when you need to know something quickly about whether something is deductible. It is laid out simply and I was able to find things easily.

Winter, Barbara J. (1993). Making a Living Without a Job: Winning Ways for Creating Work That You Love. Bantam Doubleday Dell Pub.

If you really do not want another “job” this book will help you think about other ways of making a living without one. It has self-evaluations to help you think about your suitability to be self-employed! Creating your own work is complex, but this book breaks it down into reasonable chunks.

Yate, Martin. (1997). CareerSmarts: Jobs with a Future. Ballantine Books.

This book is more for people who have some job history and are interested in making changes. It also deals with thinking about the impact of career decisions.

Yate, Martin John. (2000). Knock 'Em Dead 2001. Adams Media Co.

Up-to-date information about the job market, and how to organize your strategies to land the job you want. Includes lots of web information and resume bank listings. Track employment through the entire cycle, from starting a job search, to leaving when you want.

Transitions:

Anderson, Sandy. (1998). The Work at Home Balancing Act: The Professional Resource Guide for Managing Yourself, Your Work, and Your Family at Home. Avon Books.

If you want information about working at home and how it might impact the rest of your life, this book will help. It includes issues that include dealing with children, how to hire help and dealing with isolation.

Anderson, Sandy. (1999). Women in Career & Life Transitions. Jist Works.

Good advice for women trying to change careers and home life. This book has helpful suggestions about dealing with the emotional side of trying to do everything and still have time to learn new information.

Birkel, J. Damian & Miller, Stacey J. (Contributor). (1997). Career Bounce-Back! The Professionals in Transition Guide to Recovery & Reemployment. AMACOM.

This book covers, among other things, the psychological and emotional components of job loss. This book is about learning to help you get back to work.

Booher, Dianna. (1996). Get a Life Without Sacrificing Your Career: How to Make More Time for What's Really Important. McGraw-Hill.

If you are trying to pull together a plan from random pieces of information, Booher's book will help you learn ways to sectionalize and prioritize a career path. The focus is to help readers learn strategies to improve the quality of their own lives, on their terms.

Booth, Nate. (1998). Strategies for Fast-Changing Times: The Art of Using Change to Your Advantage. Prima Publishing.

The concept that the workplace is changing at an unbelievable pace is not a new one. Just how fast things are changing is covered in this book. The author provides insight about dealing with the change, and thriving in the chaos. This book uses positive modeling to encourage participation.

Bridges, William. (2000). The Way of Transition: Embracing Life's Most Difficult Moments, Perseus Books.

Many people have changes in their lives thrust upon them through tragedy. This book uses personal stories to relate how these experiences can be made productive.

Burton, Mary Lindley & Wedemeyer, Richard A. (Contributor). (1992). In Transition: From the Harvard Business School Club of New York's Career Management Seminar. Harperbusiness.

This book details seminars that have been presented by the authors to Harvard's Business School. If you would like to know what Harvard students they have been learning, read this book. It teaches methods to work your way up the corporate ladder.

Cardis, Julia, A. (2000). The Complete Idiot's Guide to Finding Your Dream Job Online. MacMillan Publishers.

If you want to get beyond the giant online job search engines, this book will show you how. It also includes information about putting your resume online while still maintaining your personal, and family, privacy.

Carter-Scott, Ph.D., Cherie. (2000). If Success Is a Game, These Are the Rules: Ten Rules for a Fulfilling Career and Life. Bantam.  
Other Editions: Audio Cassette (Unabridged)

Understanding the rules can help you decide how, or if, you want to play by them. Be sure to read how people who want you to succeed may actually sabotage your plans.

Colvin, Donna, & Nader, Ralph. (Eds.). (1994). Good Works: A Guide to Careers in Social Change. Barricade Books.

If you want to do work that involves social change, this book will give you ideas of where and how you can help. There are over 1000 organizations listed. Some I have heard of, some I had not. But if you want to help someone, or advance a cause, it is probably in here!

Danna, Jo. (1990). Starting Over: You in the New Workplace. Palomino Press.

This book addresses the more mature job seeker. Unlike some books that are geared for people in their twenties, this one deals with older adults who have already had careers, or are re-entering the job market after a break. If you are in your thirties, or above, this book gives you some perspective on how workplaces are viewing grown-ups.

Davidson, Jeff. (2001). The Complete Idiot's Guide to Reinventing Yourself. Alpha Books.

Shows you how to start where you are. This book presents methods for sorting out what you want to do. Then it leads you in setting goals to achieve your heart's desire.

Dilenschneider, Robert L. (2000). The Critical 2nd Phase of Your Professional Life: Keys to Success from Age 40 and Beyond. Carol Pub. Group.

Careers are really different after 40. This book tells you how and why. Strategies change to match your lifestyle. You know, the thing you didn't have when you were 20!

Dunning, Donna. (2001). What's Your Type of Career: Unlock the Secrets of Your Personality to Find Your Perfect Career Path. Davies-Black Pub.

Combining an evaluation tool and information in the "Ways of Working" section, the author puts some structure to the problem of "what do you want to be when you grow up?" Figuring out what you are really interested in may be the hardest part of changing careers. This book will help.

Edwards, Paul & Edwards, Sarah. (Contributor) (1996). Finding Your Perfect Work: The New Career Guide to Making a Living, Creating a Life. J. P. Tarcher.

What is your perfect work? If you do not know this book will help you figure it out! There are so many occupations listed here that it will make your head spin. However this book sorts things out in ways that allow you to think in very concrete ways about your skills & abilities with regard to careers that you may be considering.

Edwards, Paul & Edwards, Sarah. (2000) The Practical Dreamer's Handbook: Finding the Time, Money, and Energy to Live the Life You Want to Live. J. P. Tarcher.

Another great book by the Edwardses. Being a practical dreamer may be the only way to actually get anything done. This book is not as nuts-and-bolts as their more business-oriented books, but has the right tone for this subject. Being pretty pragmatic myself, I found this book a positive reminder to keep chasing my dreams.

Garber, Peter, R. (1999). Turbulent Change: Every Working Person's Survival Guide. Davies-Black Pub.

The word “turbulent” is certainly applicable in today’s corporate world. If you have been merged, or re-engineered, this book will help you understand what you feel about the process, and how you can use that to help you improve your future.

Gurney, Darrell W. (2000). Headhunters Revealed! Career Secrets for Choosing and Using Professional Recruiters. Hunter Arts Publishing.

Headhunters use different methods to find and encourage prospective employees. This book explains the complete process in a non-threatening way. Includes Internet information.

Harkness, Helen. (1997). The Career Chase: Taking Creative Control in a Chaotic Age. Consulting Psychologists Press.

This action-packed book has many different tools to help you decide on a career path.

Hayes, Kit Harrington. (1999). Managing Career Transitions: Your Career As A Work In Progress. Prentice Hall.

Workers in transition will find this book informative and easy to read. The six-step process will be helpful to people planning to make changes. There are also resources online that guide readers through career exploration

Helfand, David P. (1999). Career Change: Everything You Need to Know to Meet New Challenges and Take Control of Your Career. Career Horizons.

This book is written from the perspective of a career counselor. It contains information on a variety of people who are looking for jobs, including women and other minorities the disabled and ex-military.

Hunter, Dale. et al. (1995). Zen of Groups: A Handbook for People Meeting With a Purpose. Fisher Books.

We often assume that groups will take on a life of their own, which they will. But this book has positive suggestions to help make groups more effective and stay on track. This is useful for all kinds of groups, not just business ones.

Jarow, Rick. (1995). Creating the Work You Love: Courage, Commitment and Career. Inner Traditions Intl. Ltd.

If you are into New Age, or want to try a new way of looking at creating a career this book will provide you with a different perspective

Kanchier Ph.D., Carole. (2000). Dare to Change Your Job and Your Life. Jist Works.

This central theme of this book deals with learning about being a "Quester." Some of us are, and some are not. It poses a differing view than is for the meaning of work.

Kasunic, Diane K. (2000). The Corporate Cult: Surviving and Transforming Your Career, Hero Training.

One of the really hard things about changing careers is that it may require you to take a "step back". It can be embarrassing for a 40-year old to be in an entry-level job. This book helps identify that this is really okay. Your goals are different and you really needed or wanted this job as part of a transition plan.

Knox, Deborah L. & Butzel, Sandra S. (1999). Life Work Transitions.Com, Putting Your Spirit Online. Butterworth-Heinemann. One useful part of this book shows how to find information about career options on the Internet. There is also a section for self-analysis to help facilitate the selection process.

Lore, Nicholas. (1998). The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success. Fireside.

If you want direct personal advice on selecting a career, this book will help. It is more like having a coach walk you through the process.

Miller-Tiedeman, Anna. (1999). Learning, Practicing, and Living the New Careering. Accelerated Development.

This book has a more holistic approach to career transitions than some others. Instead of thinking about jobs, this book is about people. It combines some pretty esoteric theories into a manageable and readable format.

Moreau, Daniel. (1996). Take Charge of Your Career. Kiplinger Books.

If you need to take control of your career options, this book gives you strategies to coordinate shifting arenas in the job market. The author encourages continuous learning to avoid unpleasant surprises.

Naquin, Sharon, & Holton, Elwood F. (2001). So You're New Again: How to Succeed When You Change Jobs (The Managing Work Transitions Series). Berrett-Koehler Pub.

This book focuses on organizational structures, and how to use them to become more successful. With the more experienced worker in mind the book includes not only what you need to learn, but also how to let go of outmoded ideas and get on with your career.

Pollan, Stephen M. & Levine, Mark. (Contributor). (1997). Starting over: How to Change Careers or Start Your Own Business. Warner Books.

A career advisor and commentator for The Nightly Business Report shows readers how to weigh their choices in making a career change, how to plan a transition, how to build a realistic business plan, and more.

Raynolds, John. & Stone, Gene (Contributor). (1998). The Halo Effect: How Volunteering Can Lead to a More Fulfilling Life-And a Better Career. Golden Books.

Doing good things can actually be a good method for landing your dream job. Some people are motivated by helping others, and this book explains how that motivation can result in changing their work lives, too.

Salmon, William A. & Salmon, Rosemary T. (1999). The Mid-Career Tune-Up: 10 New Habits for Keeping Your Edge in Today's Fast-Paced Workplace. AMACOM.

If you have been working for over five years, a lot of things have changed. If you have a much longer work history, a LOT of things have totally disappeared. And the replacement ideas, if there are any, may not even look familiar. This book gives you information to keep you on your toes.

Savino, Carl S. & Krannich, Ronald L. (Contributor). (1997). From Army Green to Corporate Gray: A Career Transition Guide for Army Personnel, Impact Publications.

There are thousands of ex, or soon to be ex, military people who are entering corporate job markets for the first time. They have valuable skills, but may be confused by the bureaucratic jumble. This book gives

them suggestions on where and how to market themselves successfully. There is even a section that shows military duties and matching civilian jobs.

Sher, Barbara & Smith, Barbara. (Contributor). (1995). I Could Do Anything If I Only Knew What It Was: How to Discover What You Really Want and How to Get It. DTP.

The author uses positive encouragement to help guide readers through the potentially intimidating process of deciding what to do. The emphasis is on rethinking past experiences to determine future plans.

Simonsen, Peggy. (2000). Career Compass. Davies-Black Publishing.

This book does a good job of encapsulating the basic elements that successful people bring to their jobs. There are self-tests in several areas, such as tendencies and organizational styles, with the results laid out in simple formats.

Sinetar, Marsha. (1989). Do What You Love, the Money Will Follow: Discovering Your Right Livelihood. DTP.

This classic career change guide has still timely advice about how to get started and what to expect as you begin this journey. The book cautions you things will get scary, and what to do when that happens.

Snodgrass, Ph.D. Jon. (1996). Follow Your Career Star: A Career Quest Based on Inner Values. Kensington Pub.

The focus of this guide is on your thoughts and feelings about your career. It suggests options and ways to find out what you need to do to create the life you choose.

Tieger, Paul D. & Barron-Tieger, Barbara. (1995). Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type. Little Brown & Co.

Workbook exercises will help you sort out what kind of job are suited to your personality type. Also included are new e-commerce and other emerging fields as well as Internet search information.

Walker, Jean Erickson. (2000). The Age Advantage: Making the Most of Your Midlife Career Transition. Berkley Publishing Group.

If you have not been job-hunting for a while, this book will help you pull yourself together. You might need to reframe your skills to show

them in their best light, use this book to get started. Real issues of people in transition, including dealing with fear and uncertainty, are also covered. The approach is positive with practical “you can do this” information. Yes, there are some advantages to being older when changing jobs and careers. This book contains practical advice and structured information on how to sell your skills in a changing marketplace. This book reminds us that experience has value.

Zappert, Laraine T. (2001). Getting it Right: How Working Mothers Successfully Take Up the Challenge of Life, Family, and Career. Pocket Books.

If you are concerned about coordinating family, life and work this book offers practical information and support. It is about balance and expectations, not necessarily doing everything at once.