

EIGHT STEPS TO A SUCCESSFUL CAREER TRANSITION

RESOURCES: BOOKS

Bolles, Richard and Nelson John. *What Color is Your Parachute for Retirement? Planning Now for the Life you Want* (Ten Speed Press, 2007)

Bridges, William. *Managing Transition: Making the Most of Change* (Da Capo Press-Perseus, 2003)

Bronson, Po. *What Should I Do With My Life?* (Ballantine Books, 2005)

Buckingham, Marcus. *Now, Discover Your Strengths.* (Free Press, 2007)

Corbett, Dave. *Portfolio Life: The New Path to Work, Purpose and Passion after Fifty* (Jossey-Bass, 2006)

Freedman, Marc. *Encore: Finding Work That Matters in the Second Half of Life* (Perseus Books, 2007)

Freudenheim, Ellen. *Looking Forward: An Optimists Guide to the Rest of Your Life* (Stewart, Tabori and Chang, 2004)

Grabhorn, Lynn. *Excuse Me, Your Life is Waiting*, Charlottesville, VA (Hampton Roads Publishing Co., Inc. 2000)

Jeffers, Susan: *Feel The Fear And Do It Anyway* (Ballentine Books, 2007)

Kieves, Tama J. *This Time I Dance! Creating The Work You Love* (Tarcher, 2006)

Kinder, George. *Seven Stages of Money Maturity: Understanding the Spirit and Value of Money in Your Life* (New York, Dell/Random House. 1999)

Kurth, Brian. *Test-Drive Your Dream Job: A Step-By-Step Guide to Finding and Creating The Work You Love* (Hachette – Business Plus, 2008)

Leider, Richard and Shapiro, David. *Whistle While You Work: Heeding Your Life's Calling*, (Berrett- Koehler, 2001) and *Something to Live For: Finding your Way in the Second Half of Life* (Berrett-Koehler Publishers, 2008)

MacKay, Carleen and Taft, Brad. *Boom or Bust! New Career Strategies in a New America.* (Cambridge Media, LLC.2006)

Misner, Ivan R. and Donovan, Michelle R. *The 29% Solution: 52 weekly Networking Success Strategies* (Greenleaf Book Group Press. 2008)

Prochaska, James, Norcross, John and Diclemente, Carlo. *Changing for Good: A Revolutionary Six-Stage Program for Overcoming Bad Habits and Moving Your Life Positively Forward.* (Avon Books, 1994)

Sadler, William and James Krefft. *CHANGING COURSE: Navigating Life After 50* (The Center for Third Age Leadership Press, 2008)

Sedlar, Jeri and Mines, Rick. *Don't Retire, REWIRE!* (Alpha Books, 2007)

Sher, Barbara. *Refuse to Choose* (Rodale Books, 2007)

Stone, Marika and Howard . *Too Young To Retire: 101 Ways to Start the Rest of your Life* (A Plume Book, The Penguin Group, 2004)

Trafford, Abigail. *My Time: Making the Most of the Rest of Your Life* (New York: Basic Books, 2004)

Valliant, George, M.D. *Aging Well: Surprising Guideposts to a Happier Life* (Little Brown, 2002)

RESOURCES: WEBSITES (bookmark in your browser)

AARP- www.aarp.org.

Authentic Happiness: www.authentichappiness.org

Career Journal- www.careerjournal.com a premier site for career changers

Center for Elders and Youth in the Arts (CEYA)-www.ioaging.org/programs/art/art.html-

Civic Ventures- www.civicventures.org

Elder Hostel- www.elderhostel.org

Encore Careers: www.encore.org

Free Agent Nation www.freeagentnation.com

Kripalu Center for Yoga and Health: www.kripalu.org

Minnesota's Center for Spirituality and Healing: www.csh.umn.edu

National Center for Creative Aging- www.creativeaging.org

National Council on Aging (NCOA)- www.ncoa.org

North Carolina Center for Creative Retirement- www.unca.edu/nccr

Third Age Inc. www.thirdage.com

Too Young To Retire: www.2young2retire.com

VocationVacations: www.vocationvacations.com

RESOURCES: VOLUNTEERING

Access Jobs- www.accessjobs.org- lists non-profit jobs

Action Without Borders- www.idealists.org

Cross Cultural Solutions- www.crossculturalsolutions.org

Experience Corps- www.experiencecorps.org

Global Exchange- www.globalexchange.org

Habitat for Humanity- www.habitat.org

Peace Corps- www.peacecorps.gov

Volunteer Match- www.volunteermatch.org

World Teach- www.worldteach.org

RESOURCES: TOOLS

These SMART Goals are attributed to Peter Drucker, "The Practice of Management", 1954.

Creating *SMART* Goals

Specific

Measurable

Attainable

Realistic

Tangible/Timely

Specific - A specific goal has a much greater chance of being accomplished than a general goal. **Specifics help us to focus our efforts and clearly define what we are going to do.** To set a specific goal you must answer the six "W" questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements and constraints.

Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal would be, "Get in shape." But a specific goal would say, "Join a health club and workout 3 days a week."

Measurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal. To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?

Attainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them. **A goal needs to stretch you slightly so you can feel you can do it and it will need a real commitment from you.** This feeling of success, which this brings, helps you to remain motivated.

Realistic - This is not a synonym for "easy". Realistic in this case, means "**doable**". It means that the learning curve is not a vertical slope; that the skills needed to do the work are available; that the project fits with the overall strategy and goals of the organization.

To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or

ask yourself what conditions would have to exist to accomplish this goal.

Devise a plan or way of getting there which make the goal realistic. The goal needs to be realistic for you and where you are at the moment.

For instance, it may be more realistic to set a goal of eating a piece of fruit each day instead of one sweet item. You can then choose to work towards reducing the amount of sweet products gradually as and when this feels realistic for you. **Set the bar high enough for a satisfying achievement!**

Tangible/Timely - A goal is tangible when you can experience it with one of the senses, which are taste, touch, smell, sight or hearing. When your goal is tangible, or when you tie an tangible goal to a intangible goal, you have a better chance of making it specific and measurable and thus attainable.

Intangible goals are your goals for the internal changes required to reach more tangible goals.

They are the personality characteristics and the behavior patterns you must develop to pave the way to success in your career or for reaching some other long-term goal. Since intangible goals are vital for improving your effectiveness, give close attention to *tangible* ways for measuring them.

Set a timeframe for the goal: for next week, in three months, by fifth grade. Putting an end point on your goal gives you a **clear target** to work towards.

If you don't set a time, the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency to start taking action now.

Time must me measurable, attainable and realistic.

RESOURCES: CAREER & PERSONAL STRENGTH ASSESSMENTS

On the teleclass, the panel was asked for its recommended career and personal assessments. Here are the team's top three recommendations:

Strengths Finder

As mentioned during the teleclass, the Strengths Finder can be taken online after purchasing the book, *Now, Discover Your Strengths* by Marcus Buckingham. You are provided an on line ID code and web site to take the assessment. It takes about 40 minutes. Upon completion you are sent the results or the results can also be emailed to the life/career coach.

Values-In-Action (VIA)

Also mentioned on the teleclass was The Values-in-Action (VIA) Signature Strengths test. It is a self-administered assessment, which will provide you with 24 of your character strengths. It takes about 30 minutes to complete.

- 1) Go to this website: <http://www.viasurvey.org/>
- 2) Click on box "Register to access your Survey Center" which will take you to <http://www.viasurvey.org/Register.aspx>
- 3) This is the Login page: enter a login name (your email address) and password
→ record your login name & password so you can return to this site and access your past scores (you can take the inventories as many times as you wish, for free!)
- 4) You will have a choice of one of the following: the full VIA Signature Strengths test (the most informative - takes 20-30 minutes), the Brief Strengths Test (takes about five minutes, not as valid), or you can register a child to take the test.
- 5) Take the VIA Inventory.
- 6) Click on "Next" at the bottom of the last page of the questionnaire; this takes you to a results page listing your top five strengths: **these are your Signature Strengths.**
- 7) If you would like to see all 24 of your strengths, click on "View all 24 Strengths for this date."

When you return to the site, simply log in at the top right corner of the home page and it will take you to the Test Center where you can take any of the questionnaires and view past results.

Authentic Happiness

Go to this website: <http://www.authentic happiness.sas.upenn.edu/> [if that link doesn't work, try [authentic happiness.org](http://www.authentic happiness.org)] This page lists all the questionnaires you can take; record your login name & password so you can return to this site and access your past scores (you can take the inventories as many times as you wish, for free!)

Richard Leider

Richard Leider in his book *Something to Live For: Finding Your Way in the Second Half of Life* offers some questions that are part of what he calls The Annual Purpose Check Up to access your sense of meaning and aliveness. (p. 130-131).

Target Training International, LTD

This is an additional assessment not mentioned on the teleclass. See link to the career assessment firm (Target Training International, LTD). <http://www.ttiltd.com/index.php>

The component of the TTI Assessments suggested is the "TriMetrix". The TriMetrix is rich and very comprehensive regarding behaviors, values and cognitive skills of the participant and provides a depth of personal information that is detailed, effective and immediately useful. It has been

extremely helpful as a tool for career changers, as well as executives/managers and leaders who are seeking to improve their professional and personal performance.

There are three parts:

a. The Success Insights DISC" identifies behavioral strengths, or "How a person shows up in the world". DISC can be really helpful in learning how to communicate more effectively with others and become more aware of their natural and adapted behavioral styles etc.

b. The "Personal Interests, Attitudes & Values" assessment. This assessment helps the individual explore the "why" behind a person's behavior and actions. A few key questions for the individual related to this assessment are the following: What is it that motivates you to take action? What is the source of your desire to become involved in certain activities or avoid them? Why do you behave in the manner you do? Those answers lie deep within the unique set of each person's interests, attitudes and values.

c. The Personal Talent & Skills Inventory assessment. This assessment has the ability to assess the individual's cognitive structure (how their mind perceives themselves and the world around them). It measures the core dimensions of how a person thinks.

RESOURCES: PANEL OF CAREER EXPERTS

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Brian Kurth, a former "Dilbert", worked for the phone company in Chicago. After realizing there was more to life than telecom calling plans, he founded VocationVacations. He is the author of "Test-Drive Your Dream Job – A Step-By-Step Guide to Finding and Creating the Work You Love" (Hachette, 2008) and is a sought-after career strategist and speaker on how to transition into a new career. He has shared his wit and wisdom in appearances on NBC's TODAY Show, CNN, and FOX News, and has been featured in articles in the New York Times, the Wall Street Journal, Fortune Magazine and many more. A native of Madison, Wisconsin, Brian lives in Portland, Oregon.

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Dorian (aka Dori) Mintzer, Ph.D., has almost 40 years of experience as a therapist, consultant, group facilitator, speaker and personal and executive coach. She works with individuals, couples, and groups to help people enhance their life satisfaction. She's a psychologist, a licensed Third Age Coach and a 2Young2Retire Certified Facilitator. She loves working with people to help them creatively craft their second half of life. She also facilitates a special interest group for professionals who explore together positive, creative and successful aging. She works either in person or on the telephone. Dori works and lives in Boston.

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Roberta Taylor is a Career/Life Transition Coach and Speaker and the founder of Pathmaking for Life. Her midlife transition led to coaching after many years as a psychotherapist. She brings to her work a passion for learning and growth, the wisdom and experience of her own journey, and the belief that realizing who we were meant to be comes with the desire and courage to step into our full potential. Roberta is certified through The Institute of Life Coach Training. She was trained by and affiliated with the Purpose Project™, a joint project of the University of Minnesota Center for Spirituality and Healing, and Richard Leider of the Inventure Group. Roberta works and lives in Boston.

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Will Wiebe is a career/life transition coach, speaker, facilitator and team effectiveness trainer. After twenty-five years working as an executive leader in the non-profit sector, Will made a career transition to professional coaching in 2004. Will's creative coaching approach focuses on the discovery process, utilizing powerful career assessment tools to produce positive results in his clients' careers, businesses and organizations. Will is the Lead Career/Life Coach with VocationVacations and was trained and certified through the Centre for Life/Career Coaching (ICF approved) and earned an MS degree in Human Relations & Organizational Development from the University of San Francisco. Will works and lives in Portland, Oregon.