



*Make your
Career Resolutions
a reality*



So, you want to invest in yourself and grow your career...it's time to get to business.

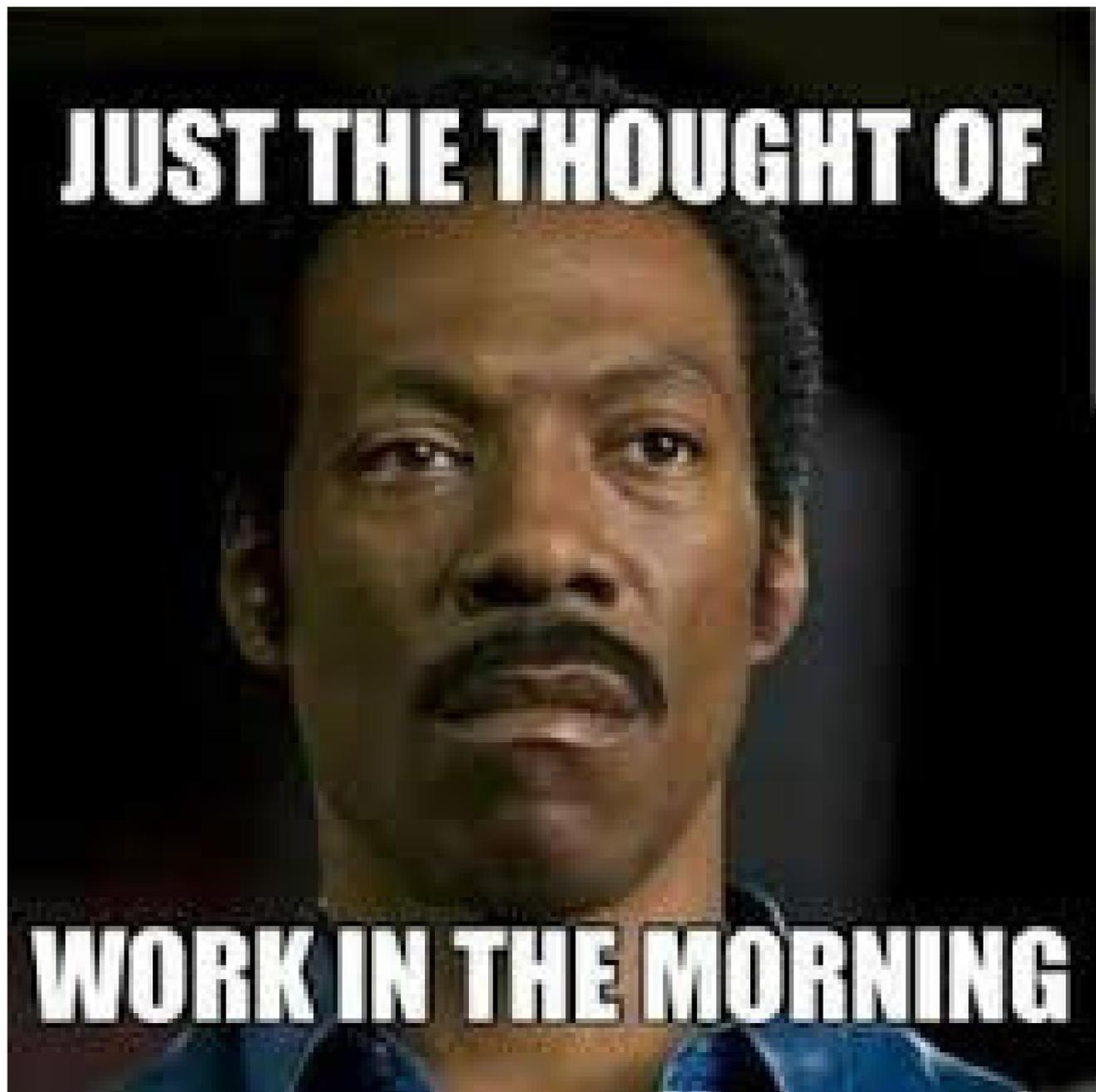
Since most of us spend a majority of our time at work, changing your career could directly affect personal growth in other areas of your life.

Meaning, if you have a good day at work and feel professionally motivated, that evening workout and morning pep talk will be much easier to accomplish.

This guide will provide you with some ideas on how to improve your work life and walk into your job everyday like a boss (literally or figuratively.)

There are also some worksheets for you after every point to help you work on your way to a better work life.

Start loving your job



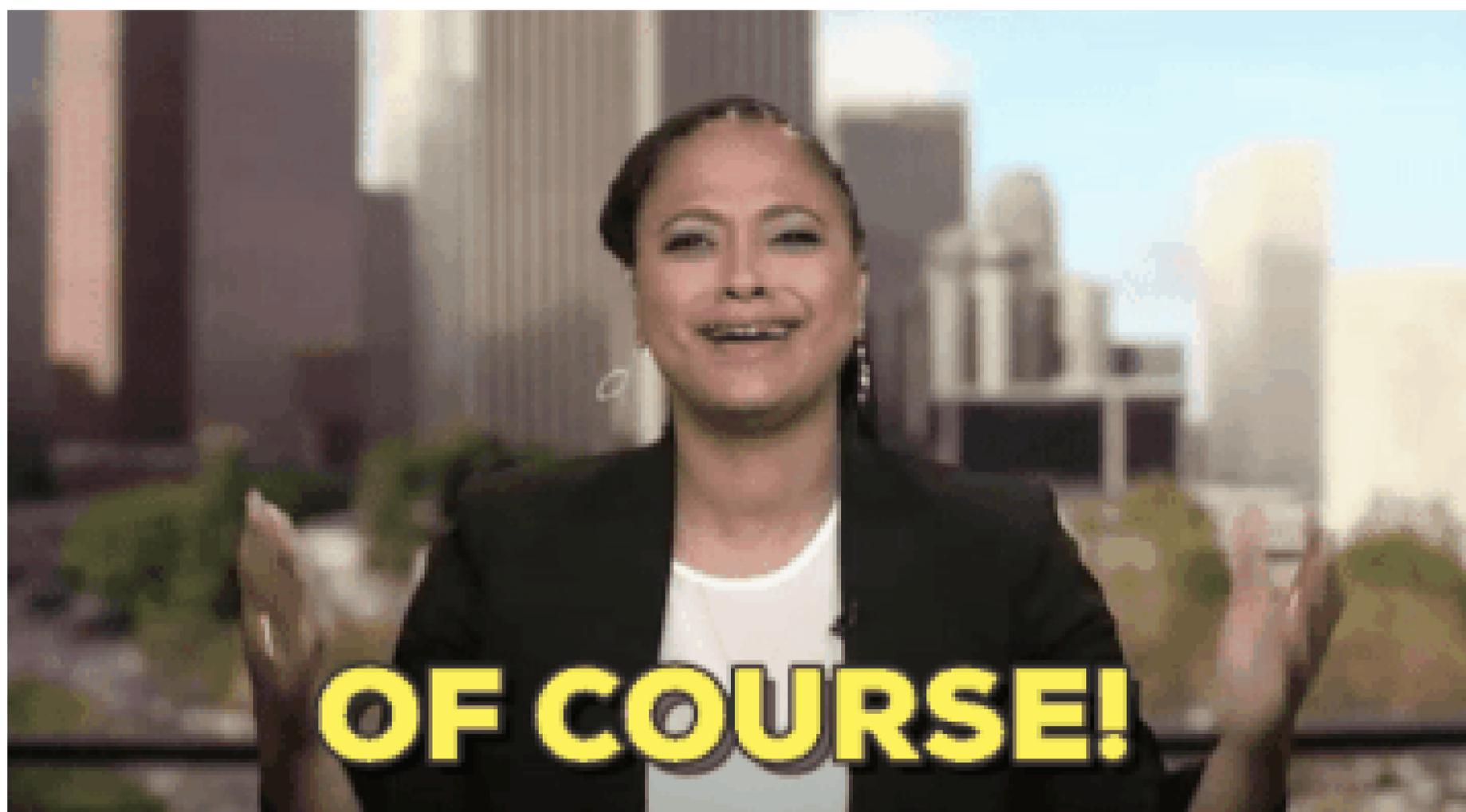
Your attitude about your job directly reflects on your work. So start loving it or leave. Seriously, if you don't enjoy going to work every morning then why go?

Of course, you need to make a living, but if you've decided there's no way for you to love the position you're in, start taking steps towards making a change and look for other opportunities.

Take on a new project

Have you been known to only do your job functions? Do you leave immediately when your eight hours are up? If you want your career to change, you have to change.

Speak to your boss about taking on more responsibility and show some initiative. By doing so, your boss will be able to recognize your skill set and potential in your organization.



How I will improve Take on a new project

Questions to ask yourself:

What project can I take on?

Who do I need to consult in order to take on the project?

When will I start the project?

When will the project end?

What will I gain from this project?

Learn a new skill

Of course in order to grow it's necessary to learn. Therefore, if you're in the communications industry learn SEO, Wordpress or Photoshop.

If you work in the nursing industry take a class on deescalation and improving communication skills with your patients.

When considering a skill to learn, talk to your boss. Your company may offer the resources you need to improve your career.

#MotherlandMogul tip: Make sure the skill you learn is something that you can benefit from 10 years from now in your career.

When deciding what skill to learn ask yourself "Could this function be replaced by a robot/computer?"

How I will improve

Learn a new skill

Questions to ask yourself:

What skill do I want to learn?

How will I learn it?

What resources do I need in order to learn this? (Example, money, memberships, etc.)

What will I gain from this new skill?

If you hate your job, leave



It's that simple. If you don't enjoy what you do, chances are you're not growing. If you dread going into work every day, produce mediocre work as a result of that, and then complain about work when you get home it's time to move on.

Now, that you're convinced to leave you'll need the resources to get a new job. You may want to tailor your resume to get hired faster. Or improve your writing skills for the dreaded cover letter process.

LinkedIn offers excellent resources for job seekers.

How I will improve If you hate your job leave

Questions to ask yourself:

Why do I hate my job?

What do I want from a new job?

What resources will I use to obtain the job I desire?

When do I want to leave my current job?

When do I want to start my new job?

What will I gain from leaving my current position?

Network/ Join a professional organization



This is one of those words that came up consistently in college when discussing career growth. You can never be so skilled that you don't need networking.

Nowadays, networking is so easy there's no reason not to. Good ole LinkedIn is your go to for networking 101.

How I will improve Network

Questions to ask yourself:

What will be the most successful strategy for me personally to network?

What titles and careers do I want to network with?

When will I start?

Take your evaluation seriously



It's easy to take an evaluation personally but don't. This is coming from your boss who is coming from a professional standpoint. If you received a negative evaluation, don't fret. Take the critiques and view them as an opportunity to improve.

If you're unclear on some of your boss's comments, request a meeting with him or her to clarify. If you received a positive evaluation, congrats! However, don't get too comfortable too quick. Capitalize on your strong points and use those for your advantage when moving forward.

How I will improve
Take your evaluation seriously

Questions to ask yourself:

When will I receive my evaluation?

When will I speak with my manager about it?

What positives came from the evaluation?

What can I work on based on my evaluation?

What do I hope will come after reviewing my evaluation?

Read

It's always smart to stay up on trends in your industry. If you haven't already, find a business blog or website that pertains to your interests and scan it every morning.

There are also plenty of books you can benefit from in your free time. It never hurts to evaluate your strengths. "Strengths Finder" by Tom Rath is a whole book examining individual strengths and also provides you with a link to the website to take a comprehensive quiz.

Reading also has other benefits. It gives muscle to your memory because as you read your brain gets a workout that's different from watching TV. Reading improves your vocabulary and this will also see a change to your speech.

The most important reason you should read is that after reading a story of someone who overcame obstacles, you will be motivated and have the energy to achieve your own goals.

How I will improve Read

Questions to ask yourself:

What are the 3 books I plan on reading in the next 3 months?

When will I read?

How often will I read?

What do I hope to gain from reading more?

Here's a quick recap for JIDRers

- ✓ Start loving your career and take planned and measurable steps towards growth
- ✓ Sharpen your skills
- ✓ Build connections
- ✓ Use these quick tips :
 - Eat well.
 - Make to do lists.
 - Plan out your goals for each week.
 - Communicate with your boss.
 - Take time to yourself.

Visit SheLeadsAfrica.org for more free guides to help you reach your professional goals.

