



Career Newsletter Spring 2009



“Would you tell me, please, which way I ought to go from here?”
“That depends a good deal on where you want to get to,” said the Cat.
“I don’t much care where,” said Alice.
“Then it doesn’t matter which way you go,” said the Cat.
From Alice in Wonderland, Lewis Carroll

Defining Your Goals

In order to achieve your career goals, you first need to define your career goals. In this economy, your clearly defined, written goals are a primary asset to your job seeking plan.

Having clear goals will help you keep focused during times of transition. The process of being hired to a new position may take months or more. Even if you have given proper consideration and preparation to your job search, you may become frustrated at the length of time it takes to complete the process. Be willing to rewrite your goals to add clarity or to break them down into more easily achievable parts.

Keeping your goals small and attainable will create many successes. When you break your goals into smaller pieces, you will feel a sense of accomplishment in completing each step. You will also get used to success, setting yourself up to face the more difficult challenges that are coming. For instance, if your goal is, “To be employed in the banking industry in four months,” divide this into smaller, specific and measurable components.

Writing specific and measurable goals will guide your steps each day. These could include completing a values and interest assessment this weekend or reading the Wall Street Journal each day. Specific goals for learning could be accomplished by attending specific networking events or completing free continuing education classes at local universities, county or state events, and libraries. Celebrate the victories of accomplishing these steps along the way.

KathrynMarch.com/resources recommends the following websites to aid this process:
www.idealists.org www.entrepreneur.com
www.collegegrad.com www.fastcompany.com
www.cnnmoney.com www.wfs.org (Futurist)

Celebrating each success will keep you motivated and add fun to a stressful time. Along the way in your job search, as with any time of transition, you will need moral support. There will be days when discouragement sets in and you may find yourself lacking the motivation to move forward. Support from friends, relatives, and even strangers is critical. Bring them along in your journey by inviting them to celebrate your successes. Maybe join or create a network of friends to support each other. Continue to volunteer and develop your hobbies as outlets of celebration that are rewarding to you and to society.

Writing Goals for Success:

1. Write your goals down in clear and direct language
2. Goals should be specific and measurable with dates, times, and deadlines
3. Goals should be attainable; start with easily attainable goals and work towards more difficult goals
4. Write your goals in positive language (“I will...” not, “I might...”)
5. If your goals are vague or too large, break them down into smaller subgoals
6. Celebrate when you complete a goal or a step along the way.

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