



Are you ready for a career change?

A comprehensive guide to get clarity and design your dream career





ARE YOU READY?



The moment you decide to shift careers is an exciting, and yes scary time. You may be tempted to jump into updating your resume and applying to positions ASAP. But let's take a step back. Going headstrong into a new career search without identifying your core work values, or understanding what you want out of your next organization, may lead to a role that doesn't fit you.

This guide is designed to help you get clear on what you really want out of a career. Diving deep into your desires will help you begin to frame that dream job, next step, and even identify the types of organizations that are right for you.

I am so excited you are ready to complete these exercises and move towards a new and fulfilling career. Always remember that if you want to make a change you must first start with knowing what it is you want to be different. Only then can you begin to make those real steps to finding you next great adventure.

JASMINE ESCALERA

Founder, Sincerely Ready



WHAT IF I'M NOT SURE?

Not sure if a complete career change or just a job switch is right for you. Well here is an exercise that will help.

Ask yourself these YES and NO questions:

QUESTION	YES	NO
Do you like what you do but feel the work environment is unhealthy?		
Would you feel happier doing your job at a different company?		
Would you feel bummed if tomorrow I told you that your field didn't exist anymore?		
Do you like your job but don't see any career growth with your organization?		
Are you getting paid what you deserve for the time put in?		
Would you feel happier if you worked at a different organization?		

OVERALL # YES:

If you answered yes to two or more of these questions then it might be time for a just job revitalization or change of work environment. If you answered no to the majority of these questions then a career shift sounds right for you.

IDENTIFY YOUR STRENGTHS

To get ready for your new career search start by completing this exercise to identify your strengths and what you like to do.

Think about your past and current roles. What are the work skills you are simply great at? What do you love to work on? Write them down using the worksheet on the next page.

Some notes on this exercise: No one is great at everything and that's OK. **But before you dive into a new career, it is important to take the time to reflect on your current and past experiences.** Based on the jobs, internships, and even volunteer roles you've held, what are you great at? The goal is to use this information to identify not only what interests you, but also play to your greatest strengths in your new work field.

If you are having some trouble with this exercise then make a list of every position you've held and write out what you enjoyed about each role and what you didn't like about it. Get as specific as possible. Once you've written everything down, take a step back and review your work. This will help you concretely come up with the items you love to do, which correlates to your job strengths. Because let's face it, we love to do what we are good at.

EXERCISE 1

What are your strengths?

What do you love to do?

GETTING DEEP INTO YOUR VALUES

Work values are your core beliefs or ideas about your career. They are an important part of who you are and whether you know it not, they are shaping the way you see your work each and every day. There are two types of career values, intrinsic and extrinsic.

INTRINSIC

Are the values that have to do with your actual work tasks.

These include:

- Interesting work
- Challenging work
- Learning new things
- Making important contributions
- Responsibility and autonomy

EXTRINSIC

Are the tangible rewards you receive from the work you do.

These include:

- High pay
- Job security
- Benefits
- Time with family
- Time for yourself

Complete the exercise on the next page to identify your core work values.

EXERCISE 2

On a scale of 0-2 rate the intrinsic and extrinsic values below by how important they are to you:

0- Don't care at all

1- Somewhat care

2- This is essential

Intrinsic Value	Rating
A deep understanding of how your work connects to the organizations mission and vision	
Work that is directly connected to helping others	
Independent responsibility for completing tasks (you are solely responsible for the outcome of a product or service)	
Authority to make decisions	
Ability to learn new things	
Work that is demanding but fits your abilities	
Receiving recognition for the great work that you do	
Feeling respected at work	
Extrinsic Value	Rating
Traveling for work	
A high starting salary	
Ability to steadily increase your salary	
Flexible work hours	
Job security	
Being known as the expert or "go to person" at work	
Ability to have time with family or for outside of work hobbies	

EXERCISE 3

Now that you've identified your strengths and values, let's do a super fun exercise...build your own job post!

Here is where you get to go crazy!

Think about it this way...**if you could create your own position, what would it look like based on your strengths and values.** Write out everything you want out of the perfect position. Brainstorm a list of job responsibilities based on your strengths. You may find that the responsibilities are a blend of strengths from a few of your past roles.

That's cool..add them in.

Now once you have your ideal job responsibilities in order, think about your dream company. Describe the company where your job will be held. What is the company culture and values. Get specific and you can base the company values on many of your own.

This is the point where visualization really comes in. **While creating your dream job, and thinking through the organization, really visualize what your work day would look like.** Are you waking up happy? Are you taking the train to work or driving? Is the company culture one that greets you when you arrive? What are your meetings like?

Go deep on this and have fun. It will help you create the ideal job posting.

SWEET...AND THEN?

Well now you have it. You have your dream job and company culture all sketched out.

So here is what to do next.

- **Get on job boards and search for positions that have the same responsibilities as your sketched out dream job.**
- **Write down these job titles and continue job searches on boards like Indeed that are listing available positions.**
- **Start applying! Your resume may need some tweaking before you begin the application phase. But guess what, you just identified your strengths through this exercise and can use these keywords in your resume.**
- **Get on LinkedIn and start connecting with individuals who have the title of the positions you are considering. Message these individuals and ask to have a short call about their role.**
- **Send a short summary of your ideal job, include possible titles, to 10 people in your career network. Ask if they know anyone who has this role. If so, ask for a connection.**

And lastly....network your butt off. A career switch, dependent on how different from your prior role, can take some time to acquire. But don't get discouraged, stay positive, and network. Get to know the people with your style of position. Ask for times to chat and get information on what the job is like.

If you commit to these steps success will follow...so go ahead and get it done!