



Krakauer Coaching and Consulting
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CREATIVE POSSIBILITIES FOR CAREER PROFESSIONALS: A SOLUTIONS FOCUSED APPROACH

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STEP ONE: ASSESS YOUR READINESS FOR CHANGE

Assessing your readiness and clarifying your intention is an important step in initiating a successful career transition. Taking time to assess what is happening now, and imagining what it would take to make things even a little better can give you great insight into what bigger changes you need to make.

REFLECT: Take a pause to reflect on your current work or life situation.

If you are not currently employed, reflect on pursuits that take up a significant amount of your time and energy – e.g. raising a family; volunteering; taking a course; pursuing a personal interest. These pursuits contribute to a sense of purpose and are valuable to consider when determining what needs to change to create a more meaningful career and life.

On a scale of 0 - 10, how would you rate your overall current level of work satisfaction?

0 = Things are so bad that I am ready to quit right now!

10 = I wouldn't change a thing. It is perfect just the way it is!

My current level of satisfaction is:

LEARN: What are the factors that contributed to getting you to the level you identified? Jot down words and phrases that come to mind without thinking too much.

ACT: What has to happen to make things a bit better, even just by one level? What's the first step you can take to make that happen?



STEP TWO: LEARN FROM PAST POSITIVE EXPERIENCES

No job is perfect, but the closer the match between who you are and what you do, the greater your chances of finding fulfillment at work. Discovering when you are at your best (both at work and outside of work) is a good place to start to uncover your natural strengths. Consider when you are doing things that come so naturally to you they do not even seem like strengths or talents.

REFLECT: Recall two past positive experiences where you felt totally engaged in what you were doing. Choose one that was professional and one that was personal.

Examples might be when you facilitated a great meeting, handled a difficult conversation well, learned something new, or achieved a personal goal you had set for yourself. It did not have to be a life changing experience. Sometimes a peak experience was a small moment in time that took you by surprise. A time when you recall felt really good about yourself and in the “flow” of the moment. Select a positive experience that you can recall fairly well in detail.

In recalling the past positive experiences try to observe and describe the situation as fully as possible:

- When did it happen? What time of day/year?
- Where did it happen? What did your surroundings look like?
- How did you feel about it?
- What were you doing in the experience?
- What was good about it?
- What feedback did you receive?

Peak Experience #1:

Peak Experience #2:



LEARN: Based on these experiences, start to collect information about what really matters to you and your unique strengths.

- 1. What do these experiences tell you about what really matters to you?**

- 2. What skills and/or knowledge did you contribute to make these experiences happen?**

- 3. What personal qualities or character traits did you demonstrate?**

- 4. What do these experiences tell you about who you are when you are at your best?**

ACT: Where will these successes lead you next? Based on your past peak experiences, identify the next step you can take to invite more positive experiences into your life.

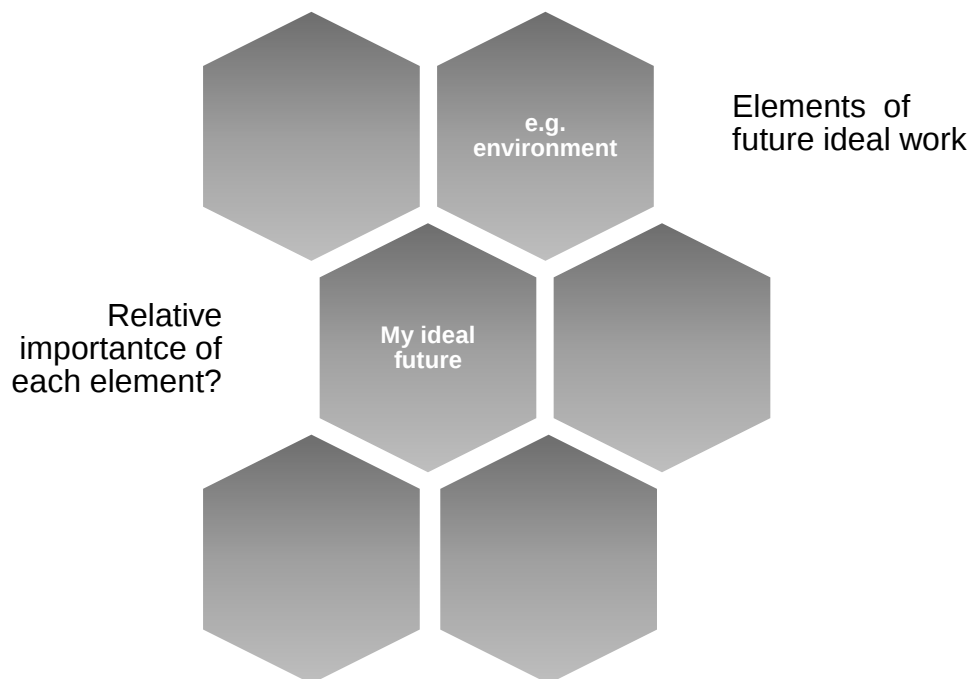
One thing I would like to do next is...



STEP THREE: VISUALIZE A BETTER FUTURE

Are you ready to imagine what a better future looks like? With a better picture of who you are, you are now invited to dream up options that would give your authentic self a better chance to thrive at work and in your life. Be open to possibilities that you might not have considered previously, without judging the practicality of the outcome.

REFLECT: Start by identifying the different elements that make up the whole picture of **your ideal work place** – such as people, work environment, type of work, location, culture, etc. Use the space below to brainstorm the different elements.



LEARN: Assign a number from 1 – 5 for each box you filled in to indicate the relative importance of each element to your career fulfilment (1 = least important and 5 = most important). **List the elements with the highest number. What makes that element(s) so important to you right now?**

ACT: Based on your assessment, what action are you ready to take in the area of focus that most needs your attention? (hint: think about what is within your control to change and put your energy there!)



STEP FOUR: MAKE A COMMITMENT

The next step in creating a more fulfilling career is to make a commitment to following through. People often struggle at this stage by losing track of their personal vision or feeling overwhelmed by what's needed to execute. Start by making a commitment to a better future that is truly meaningful for you— not because someone else thinks it is important for your career or because you think you “should” do it. Develop a commitment statement that captures in one line what will be different in 3 months, 6 months or one year. **Commitments and goals are likely to be more effective if you can realistically achieve them!**

REFLECT: What commitment are you ready to make and by when? Frame your commitment statement so that it is specific, timely and realistic to achieve. Here are some examples of personally meaningful commitment statements:

- In 3 months I will be having 3 times more fun at work than I am currently.
- Within 6 months I will be enrolled in an education/training program in xxx that supports my career direction.
- Within 1 year I will be promoted to a position with more leadership responsibilities.

Your turn: The most important thing for me to commit to today is...

LEARN: Now ask yourself what conditions have to be in place for you to achieve your commitment. For example, will you enlist the support of a friend or professional to help? How will you measure your success?

The conditions I need to create to achieve my commitment are...

ACT: What is the first step you can take and by when?



STEP 5: TAKE ACTION

Preparing an action plan to guide your transition creates structure and allows you to track your progress. This is especially important when it feels like you are stuck!

Every action plan will be different depending on the goals you have set for yourself. To design the most effective plan, draw on past experiences where you have had to plan and execute a specific event or project – e.g. planning an event, implementing a new system, preparing a presentation or report. Design your own method for capturing your commitments and mapping out your daily, weekly and monthly “to dos”. It is equally important to keep track of your progress and results, and to celebrate your successes!

Use this chart as a template for designing your own version of an action plan. Include personal and professional goals.

Commitments			Results	
Goals	What steps will you take and by when?	What resources and/or support will you need?	What worked?	What can I do differently next time for better results?



SELECTED PERSONAL AND CAREER TRANSITION RESOURCES

Personal Growth and Transition

- Martha Beck, *Finding your own North Star*
- Richard Carlson & Joseph Bailey, *Slowing Down to the Speed of Life: How to Create a More Peaceful, Simpler Life from the Inside Out*
- Jon Kabat-Zinn, *Wherever you Go, There you Are*
- Robin S. Sharma, *The Monk Who Sold His Ferrari: A Spiritual Fable about Fulfilling Your Dreams & Reaching Your Destiny.*
- Don Miguel Ruiz, *The Four Agreements: A Practical Guide to Personal Freedom*
- William Bridges, *Transitions: Making Sense of Life's Changes*
- Pema Chodron, *When Things Fall Apart*

Career Exploration

- Paul Tieger & Barbara Barron, *Do What You Are*
- Barbara Moses, *What Next*
- Carol Lloyd, *Creating a Life Worth Living*
- Maggie Craddock, *The Authentic Career*
- Cheryl Gilman, *Doing Work you Love*
- Laurence Boldt, *Zen and the Art of Making a Living*
- Barbara Sher, *I Could Do Anything If I Only Knew What It Was*