

## Planning Your Career

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### **Introduction**

Career Planning is an important & useful activity, whether you are looking for a job, changing jobs, or just trying to figure out what to do next. If you don't do Career Planning you will have to be satisfied with whatever "chance" brings your way, but with Career Planning you still will have "chance" events to deal with (both good & bad) but you will have more of a road map to get back to, if you need one.

#### **1. Know Yourself**

- Objectively list your strengths & weaknesses; as well as your likes & dislikes.

#### **2. Know Your Vision**

- Explore your current Vision of what you see yourself doing in the near & long term future.

#### **3. Do Your Homework**

- Research industry types, other companies, or other positions within your current company.

#### **4. Explore All Your Options**

- Look carefully at all the alternatives and weigh the options "currently" best for you.

#### **5. Use Your Contacts**

- Talk to your references, college alumni, Mentors, management & professional contacts.

#### **6. Look for Opportunities**

- Learn how to recognize new opportunities quickly & how to evaluate them against your Vision for yourself.

#### **7. Prepare Yourself**

- Take courses & do home study to prepare yourself to match your Vision's requirements.

#### **8. Enjoy Your Career**

- Much of happiness in one's career comes from enjoying the day-to-day activities; focus on your accomplishments & don't dwell on set-backs.

#### **9. Adapt to Changes**

- Prepare as best you can for the unexpected and learn how to adapt to changes (both external & internal).

**10. Include Your Family**

- Discuss your plans with your family, particularly if they are directly affected (such as a relocation or increase in travel).

**11. Separate Curiosity from Interests**

- Explore your real interests, but learn to separate out the things that you are merely just curious about.

**12. Utilize Quiet Time**

- Do your Career Planning and "*soul searching*" under the best conditions, getting away from distractions (like during vacations).

**13. Pursue Your Interests**

- Interview regularly for information and pursue your interests; talk to people whose Career is similar to your Vision.

**14. Everyone May Be a Consultant**

- Learn your chosen profession well, in order to be a Consultant (whether external or internal), particularly important for Industrial Engineers.

**15. Have No Regrets**

- Enjoy your Career as it unfolds, with No Regrets.