

Stuff That Works Building Careers

Chapter 15

“Experience”

Take Action

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Chapter 15 Take Action: Content

- Update your resume every year. Keep a file of your achievements. Use numbers and be specific about what you achieved. Include year-end reports etc...
- Identify the next two jobs that you want. Do a job search for those positions. Make a list of the skills and experiences required to get those jobs. Work to get those experiences.
- Build a development plan. share it
- Invest time on Stuffthatworksbooks.com

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Chapter 15 Take Action: Action 1

Update your resume every year. Keep a file of your achievements. Use numbers and be specific about what you achieved. Include year-end reports etc...

ACTION

Every New Years I update my resume. It is a must. You should always have an up to date resume.

I also keep a file of major accomplishments which I update at the start of each month. Schedule 30 minutes on the first Monday of each month to update the folder.

Include any documents you need to show your results.

I often include KPI reports etc.... This way you never forget exactly what your numbers were. Numbers and facts are the key to an impactful resume.

EXAMPLES

Accomplishment	Numbers	Comments
Sales	+10%	4 th record quarter for my sales team
Profits	+12.3%	Grew profits by improving mix of products
New Distribution	3 new items in 70% distribution after 6 weeks	National best performance by my team
Education	Lean Training Seminar	Funded this myself. Then applied learning to sales process
Cost Savings	Reduced cost to sell by 6.5%	Re-engineered process using Lean learning and reduced sales sell time to save money and grow sales.

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Chapter 15 Take Action: Action 2

Identify the next two jobs that you want. Do a job search for those positions. Make a list of the skills and experiences required to get those jobs. Work to get those experiences.

ACTION.

To build a career you need to know what you are building toward. I have always known the next 2 jobs that I wanted and have worked toward getting them and to date I have always been able to get them.

Have a plan. If you do not know what the next two jobs are make them up. In my experience moving in a direction is better than standing still. Those that stand still get left behind and often become irrelevant.

I also am a firm believer in interviewing every year. It keeps you skilled and connected with where the industry is at.

EXAMPLES



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Chapter 15 Take Action: Action 3

Build a development plan. share it

ACTION.

I feel it is critical to have a development plan.

In fact I usually have two. One that is “Official” developed with my boss and Human Resources.

The second is my own personal plan which may include development opportunities beyond my company.

The challenge is to stay active and vibrant. Keep growing and keep obtaining candid feedback from several sources.

EXAMPLES



Personal Development Plan Template

	SKILL	CURRENT ABILITY	TARGET ABILITY	DEVELOPMENT OPPORTUNITIES	CRITERIA TO JUDGE SUCCESS	TIME FRAME	EVIDENCE
1 st PRIORITY							
2 nd PRIORITY							
3 rd PRIORITY							

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Chapter 15 Take Action: Action 4

Invest time on Stuffthatworksbooks.com

ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site Stuffthatworksbooks.com .

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

EXAMPLES

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Easy!

Learn From Others

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