

Stuff That Works Building Careers

Chapter 19

“Navigate”

Take Action

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Chapter 19 Take Action: Content

- Identify the next three positions you want to have. Then build a roadmap of how you are going to get there. Follow the course.
- Schedule a 30-minute meeting with yourself outside your office or cube to work on navigation. I book a meeting room and actually use it.
- Ask yourself what is one action I can take to jump-start my career. Do it now.
- Invest time on Stuffthatworksbooks.com

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Chapter 19 Take Action: Action 1

Identify the next three positions you want to have. Then build a roadmap of how you are going to get there. Follow the course.

ACTION

Navigation requires two things. First you have to know where you are. Second you have to know where you want to arrive.

This step is about figuring out where you want to go and a couple of milestones on the way.

Early in your career it is important to have a path laid out. This requires you to understand the typical progression of careers in your industry and at your company.

Very few people actually have a plan or an idea of how they want their lives to progress let alone their careers. Invest some time here and commit it to writing and you will be ahead of most of your peers.

EXAMPLES

POSITION	REQUIREMENTS	DURATION	ACTIONS
Supervisor	<ul style="list-style-type: none">• 2 Years Experience• Scheduling• Technical Skills	1-2 Years	Learn everything I can about my current job. Be the best at it.
Manager	<ul style="list-style-type: none">• 1 yr as supervisor• Writing Skills• Verbal Skills• Department Knowledge	3-5 Years	Know the team. Know my bosses boss. Lead team meetings whenever possible. Volunteer for everything. Know all department heads. Know our departments goals and KPIs.
Director	<ul style="list-style-type: none">• 5-7 Yrs• Leadership• Planning• Industry Expertise• Company Knowledge	5-7 Years	Know all of the department heads by name. Understand all department roles and KPIs. Know the industry. Customers and Competitors. Know how we make money.

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Chapter 19 Take Action: Action 2

Schedule a 30-minute meeting with yourself outside your office or cube to work on navigation. I book a meeting room and actually use it.

ACTION.

It is hard to control your calendar. You are the only one who can do it. I find scheduling actual time to work to be critical.

The days are full of distractions. Pick periods of time and schedule a place where you will not be distracted and then work on what you scheduled to work on.

It is appropriate to invest some of your day in working on your own needs and career. The better you are and the further you advance the better for the company. Invest in your career. Keep it balanced and ensure you get your assignments done.

Navigation takes time and effort. You must invest in planning your career. Get started. Now!

EXAMPLES



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Chapter 19 Take Action: Action 3

Ask yourself what is one action I can take to jump-start my career. Do it now.

ACTION.

Actions count.

A good plan is critical but at the end of the day actions are what get things done and make a difference.

IT is easy to get caught up in plans and thinking. At some point you must act.

I find asking what one thing can I do now that will have the greatest impact and then doing it is helpful.

Take a step in the right direction.

EXAMPLES

Actions You Can Take Now!

1. Talk to your boss about your next job
2. Schedule time with a department head
3. Schedule time with the person who has the next job you want. Ask them about how they got the job and how you might be able to get the same job.
4. Meet with HR and ask them for a development plan to get the next job you want.
5. Take an online test to determine your best career
6. Ask your mentor and friends for advice. Call them now.
7. Schedule an interview for a job like the next one you want
8. Conduct a job search for the next job on your list.
9. Identify the one skill you need to advance and then go develop that skill. Take a class, read a book. Start to develop that skill.
10. Identify someone at work you wish you were like. Then contact them and ask their advice with your career.

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Chapter 19 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

CONTRIBUTE

It is easy to share your Stuff That Works.

Simply click on “Contribute” from the main menu.

Then select “Submit an Idea”.

Easy!

Learn From Others

It is easy to Learn Stuff That Works from others.

Simply click on “Contribute” from the main menu.

Then select “Search for Stuff That Works”.