

“I Want to  
Change my Career,  
How do I Get Started?”

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## 7 Quick Steps to get you started

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# Hello & Welcome

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Hi I am **Rod Steele** your **Career Change Mentor** and welcome.

This guide has been created to help you if you are wondering about whether you could or should change your work, career or business. There are lot of people now who are not enjoying their work, are looking for a change but do not know how and where to start.

I have been fortunate to coach and mentor thousands of people in career change and career transition in just about every major industry over the last 18 years working in specialist career management firms and running my own company lumergy, which I started in 2007. I have also changed my career several times.

Career change has a variety of meanings, it could mean to you:

- A new job in the same or similar field
- A total career change e.g. Teaching to Real Estate
- Taking on a part time ( outside of normal work) role you are attracted to
- Moving to a different job within an organisation  
e.g. Engineering to Human Resources
- Transition( being between jobs) to a new position
- Volunteer or unpaid work in a similar or totally new area

In fact there are many definitions of career change and it means different things to different people. You will have your own meaning. It is not solely about a major or dramatic change.



# Why Do People Want to Leave Their Work?

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I guess the simple answer is they are not happy or satisfied in some way. In a recent worldwide survey on job satisfaction some 85% of respondents were unhappy with their work.

In Australia in 2016 a similar survey, conducted by Survey Sampling International on behalf of SEEK Learning, found that less than half of Aussie workers were happy with their jobs, yet only a small percentage of those were actively looking to change their situation ( more about this point later) see:

[http://www.huffingtonpost.com.au/2016/03/22/hate-my-job\\_n\\_9519688.html](http://www.huffingtonpost.com.au/2016/03/22/hate-my-job_n_9519688.html)

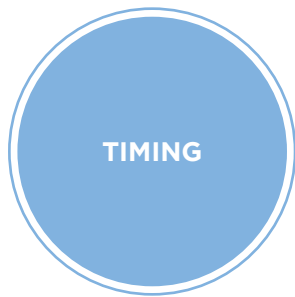
People leave their jobs, or want to, for a variety of reasons but the major ones seem to be these (not in any ranking or order)

- Poor leadership and management
- Undesirable culture
- Lack of advancement/better opportunities elsewhere
- Lack of recognition
- Lack of training
- Absence of trust and autonomy
- The purpose of the organisation does not match their view of the organisations purpose
- Remuneration and reward
- Flexible work practices
- Communication from management

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If so many people are dissatisfied with their work why do most have no intention of taking action?

Here are few possible answers:



## Fear or resistance

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Maybe it is better to stay put after all “Better the devil you know...” as the saying goes. Questions like these may arise:

*“Will someone employ me at my time of life?”*

*“Where will I find a job that pays as well?”*

*“Do I really want to start looking, writing a resume, applications and interviews, again?”*

## Unsure of what work they really want to do next

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This is big one in my view. It is relatively easy to assess whether you are unsatisfied with your work and more challenging to come up with attractive alternatives.

## Gaps

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This is similar to the two above where there is a lack of knowledge and guidance on how to change and what the clear outcome is. How many times have you heard someone say their job sucks, but when it comes to an alternatives and options they are unclear about what to do next.

## Habit

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People get used to a routine; working can be a habit or routine for some that no matter how dissatisfied they are with their job they keep turning up. “It’s better than nothing” they may say.

## Unclear about where and how to start

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This is another big reason.

## Finances *(Money)*

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Work pays the bills. Thoughts like “I simply cannot afford to leave or to even give a little attention or energy to an alternative”. Some people feel work is just a means to support their lives outside of work. “I don’t work to live and I have plenty of joy and satisfaction outside of my career”.

## It is not the right time and/or I don’t have the time

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## Societal Expectations

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Another monster for some and this is living up to others expectations and external pressures.

## Past Negative or Traumatic Experiences in Changing Jobs

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The thought of going through the process of searching for a new job is enough to turn off some people if they have had negative experiences in the past.

There are a host of other reasons and you may be able to relate to one or more of them.

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So how can you get started?  
Here are my **7 Quick Start Steps**.

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## Step 1

# Focus on you

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To successfully change careers or work, or to go through any significant event, it is very helpful to start by getting a clearer understanding about you.

We often go about our work and, to some extent our lives, without having a good look at who we are, what we enjoy, what we are good at, what we value and what we are interested in doing, being and having. It is easy to get distracted by the pace of work and living today, and not accessing what you feel and think about what is important to you.

The first step is to focus on you first and it will help you plan, action and accomplish your change.

Completing self-assessment exercises, especially simple and practical ones, help you to focus on yourself.

Here are a few questions for you to get to know yourself better

List 3 words or phrases that best describe me?

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What energises me at work?

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What saps my energy at work?

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What do I enjoy the most about work now?

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What frustrates me the most about work now?

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## Step 2

# Clarify your values

Knowing what you value the most and what is important to you in your work or career can really help you get clear about what you want.

Place a tick or cross in the appropriate column below **High:** Values that are a must for you **Medium:** Values desired, not essential and **Low:** Values of minimal importance to you.

### Personal Values and Work

What is most important to me in my work?

Work Values	Importance		
	High	Medium	Low
Variety			
Teamwork			
Learning			
Integrity			
Workplace Culture / Environment			
Supervision / Leadership			
Financial Security			
Creativity			
Location			
Recognition			
Accomplishing / Achievement / Challenge			
Control			
Helping Others			
Positive Relationship			
Advancement			
Risk Taking			

Now from your table above list up to 6 values that you rate as your top high or medium values

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_



Step 3

## Spell out your interests

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The things that completely absorb my attention and interest when I get into them are...

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To truly enjoy my work more effectively, I would have to...

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What am I best at doing?

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What do you I like to do the most?

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What do I wish I were better at?

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Now from what you have written in this section list your top interests

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_



## Step 4

# Know your work “drivers”

The real reason I go to work is.

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The way I really feel about my work is.

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If I continue doing what I’m doing( work wise), five years from now I’m going to be the type of person who...

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Whenever I talk about the way I spend my time, I always wish I’d spend more time...

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## Step 5

# What are my employer’s values

What does my Employer, workplace or my Manager value the most?

When you observe how my workplace operates what do you think is valued the

most. Examples might include customer service, people, diversity, profit and revenue growth, employee engagement, brand recognition, market leadership, Corporate Social Responsibility.... List them below

### My Employer’s Values

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_



Step 6

## Acknowledge your blockages

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What prevents me from being at my best?

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What is holding me back? Be really honest here.

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Step 7

## Put this all together and get ready for action

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The last step is to put what you have completed in the previous 6 steps into one summary document below



# My career change quick step summary

## Step 1 - Focus on Me

My 3 Words	Energisers	Sappers	Work-Likes

## Step 2 - My Values

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Step 3 - My Interests

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Step 4 - My Work Motivators

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Step 5 - My Employer's Values

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Step 6 - My Blockages

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Look at your summary with these questions in mind.

- What does it tell me?
- What have I learnt about myself and my career/ work situation?
- Does it call me to action, to start working towards a change?
- Does it clarify where the best place for my work is now or needs to be in the future?
- If you answer yes to these last two questions what are the next steps I will take



**Congratulations**  
on completing your  
7 Quick Steps.

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Look out for my next Career Change  
Accelerator Guide on How to get a clear  
vision and strategy to Change Your Career.

Kindest Regards

**Rod Steele**  
*your* **Career Change Mentor**

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[www.rodsteele.com.au](http://www.rodsteele.com.au)

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