



10 Keys to Maximize Your Career Success

Think creatively and visualize a new career horizon!

By: Lori A. Jazvac

Master Resume Writer / Career Consultant /
Certified Career Transition Coach

<https://www.creativeresumestrategist.com>

905.730.2374 /
creativehorizonsresumes@gmail.com

Creative Horizons Communications
November 2019

01

Embrace a positive, empowering mindset. Seek career support.

Embrace a positive, empowering mindset.

Embrace a new horizon. This means forgiving yourself and others, letting go of disappointments or setbacks, and welcoming a new beginning with a positive attitude. Reframe old situations and embrace lessons learned. Translate challenges into fruitful opportunities for growth. Try a new routine or hobby. Seek professional [career coaching](#) to help you navigate your career move. Contact me, I'm here to help!

02

Maintain a clear focus.

Maintain a clear focus.

As you step into 2020, establish a well-formed outcome. First, carve out a clear focus of your targeted role, industry, company, location, work environment, and culture. With a clear and well-researched focus, you will know how to approach your job search. Stay updated with the latest [career and labour market developments](#). A crisp focus will propel you to purposefully set and achieve your career goals.

03

Know your "why".

Know your "why".

If you know your "why", then you will be able to understand the "what" and "how". Knowing your "why" will fuel greater purpose and meaning. It will clue you into your next steps and tasks to tackle. Notice how your "why" is connected to your core values. Reflect upon your core values and how they have changed or remained the same.

04

Understand and leverage your value.

Understand and leverage your value.

Remember to honour your Unique Value Proposition (UVP). What sets you apart from the competition? Identify your strengths and your unique offerings. Your UVP is your grounding anchor that will remind you of your authenticity and help you differentiate your value and refine your brand.

05

Set meaningful short-term and long-term goals.

Set meaningful short-term and long-term goals.

Reflect upon your priorities for next year. What do you want to achieve? What problem do you want to solve? Knowing what problem/issue you want to tackle will help you formulate SMART goals (specific, measurable, action-driven, realistic, timely). Breaking down your [job search](#) into clear manageable tasks and timelines will ensure greater success!

06

Learn something new and challenge yourself.

Learn something new and challenge yourself.

By learning something new, you will expand your mind, breed new ideas, and challenge your assumptions. Take a course, earn a certification, or attend a webinar or conference. Master a skill or challenging topic. This is a sure confidence booster! You may even garner exciting ideas for innovation or elevating your career growth in 2020!

07

Expand and refine your network of supports.

Expand and refine your network of supports.

This year, meet new people and expand your networks within and outside of your field – both online and offline. This will introduce you to new pathways, collaboratives, and different ways of thinking. You can then capitalize on your existing networks and offer your networks support or mentoring. Remember, it's about give and take.

08

Employ the T.O.T.E Model for solving problems.

Employ the T.O.T.E Model for solving problems.

Adopt a new way of solving problems with T.O.T.E. Test, Operate, Test, Exit. Test: What is the cue or trigger that will set the criteria for the desired goal/state? Operate: Gather the information required by the strategy. Test: Test again and compare or evaluate the data with respect to the criteria. Exit: This is the decision point / choice point that serves as the test results. If there is a match, the strategy exists. Otherwise, the strategy, outcome, OR criteria can be changed. Alternatively, gather more data for a well-informed decision. Experiment with never-limiting career possibilities!

09

Consistently track your results and progress.

Consistently track your results and progress.

Be sure to measure your progress and track your respective goals, accomplishments, results, and strategies in a [Career Milestones Journal](#). Include both qualitative and quantitative results. Use the Challenge-Action-Result (CAR) Method. This will reveal “best practices” and insightful learnings. You will then be able to channel inspiration for improvement.

10

Acknowledge your milestones and be kind to yourself!

Acknowledge your milestones and be kind to yourself!

Acknowledge all your milestones. Be proud of skills you have honed, but continue fostering change. Take action! Take time to nurture your interests. Stay balanced. De-stress with positive affirmations and exercise. Seek support!