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FREE

5 Steps to Starting Your Career Reinvention

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5 Steps to Starting Your Career Reinvention

- Are you feeling burned out at your current job?
- Are you dissatisfied with many aspects of your current role?
- Are you seeking more passion and excitement in your career?
- Are you looking for a new career that better fits your lifestyle and family needs?

If you find yourself asking these questions more frequently, perhaps it is time for you to think about a potential career change or career reinvention. Career reinvention can be a long and scary process, with lots of ups and downs. In this e-book, I have mapped out 10 steps you can take to help you get on your new path more quickly.



Step One: Assessment of Career Likes and Dislikes

Perhaps the biggest impetus to career change is DISSATISFACTION. Many people change careers because they dislike their job, their boss, their company, or the industry in which they work. They are seeking a career change as a way to make their life more satisfying.

Whatever the reason is for you, you need to take a step back and think about your career likes and dislikes, otherwise, you might just grab any opportunity to take you out of your misery. Often identifying what you dislike is easier than achieving clarity on the direction in which you want to head. So grab a piece of paper and write down everything you do NOT like about your current role, company, or industry. And then do the same thing for the previous two roles you have had. You can use the following questions to guide your thinking.

Career Dislikes

- What aspects of your role(s) do you dislike?
- Are your dissatisfactions related to the company culture or industry culture in which you work?
- Do you dislike interacting with certain constituent groups (sales, vendors, customers)?
- Do you dislike your commute?
- Do you dislike the company's products or services?
- Are the compensation/rewards/benefits in line with your expectations, or are these a source of dissatisfaction?

Next, start to think about what you do enjoy about your current job and your previous two roles. There must be some things you enjoy or like, or you would have left earlier. Jot down the following:

Career Likes

- What tasks do you enjoy performing at work?
- What parts of your current job would you want to continue doing even if you were not getting paid?
- Did you work on any special projects that you found particularly appealing?
- What other roles within the company do you find yourself drawn to?
- What other industries are you excited about?
- How do you like to spend your time when you are not working?

As you think about your career likes and dislikes, you might want to consider completing the following grid for your current, or most recent job, and up to two previous jobs.

Career LIKES and DISLIKES
[current job and up to 2 previous jobs]

Career DISLIKES	Career LIKES

Once you have finished this exercise, look back over your notes and see if you can detect any trends or patterns.

Step Two: Separate Your “Motivated Skills” from Your “Burnout Skills”

It is important to make a distinction between the skills you are good at and those you are good at AND enjoy.

Motivated Skills. The skills you are good at and enjoy doing. They typically lead to career satisfaction and should be central to your focus in career transition.

Burnout Skills. The skills you are, or may be, good at doing, but you absolutely HATE using them. Work using these skills should be avoided in the future.

For example, perhaps you went to school and studied finance and accounting and, in the past, you loved using numbers and analyzing data in your daily work. However, at the present time, you may find that even though you are very good with numbers and quantitative analysis, you absolutely HATE the work.

So, for your upcoming transition, think about:

What skills am I good at, or relatively good at?

AND

What skills do I enjoy using?

Continue your analysis of your current role(s), above, and ask yourself these additional questions:

- In your past roles, what activities/skills have you enjoyed the most?
- Which skills did you like the least?
- Which activities, when you do them, stress you out or depress you?
- Do you prefer to use a few skill areas and specialize?
- Do you like to use a broad variety of skills and be more of a generalist?
- What strengths do you bring to the workplace?

As you are doing this exercise, do not worry too much if you enjoy using a skill, but are less proficient at it. You can always take professional development courses or get additional training and improve your level of proficiency in that area.

Feel free to use the following table and example to guide your thinking and note taking:

	VERY PROFICIENT At The Skill	LESS PROFICIENT At The Skill
LOVE Using These Skills	<ul style="list-style-type: none"> • Writing • Editing • Researching Online <p>(THESE ARE THE MOTIVATED SKILLS)</p>	<ul style="list-style-type: none"> • Organizing • Planning Events <p>THESE SKILLS ARE POTENTIAL AREAS FOR CAREER DEVELOPMENT</p>
DISLIKE Using These Skills	<ul style="list-style-type: none"> • Working with numbers • Negotiating • Strategizing <p>(THESE ARE THE BURNOUT SKILLS)</p>	<ul style="list-style-type: none"> • Public speaking • Leading others

Skills. For examples of many different skills, check out the O*Net Skills Search. O*Net is sponsored by the U.S. Department of Labor. You probably have many you haven't thought of yet. Link: <http://online.onetcenter.org/skills/>

Step Three: Assess Your Interests or Passions

Finding things you are interested in and passionate about most likely will lead to career enjoyment. Reflect on your past and the things you have enjoyed. Use the following list of questions to jot down your ideas. After you jot them down, go back and look for themes. Ask a trusted friend to review your writing and ask them to highlight the themes and patterns they saw, and then compare notes.

- Do you enjoy working with people, data, or things? If you enjoy working with people, what type of person energizes you?
- Are you more of a thinker or do you prefer creative expression?
- Do you like to build organizations? Are you more of a doer or individual contributor?
- Are there any particular industries that attract you?
- What do you love to do in your free time?
- If you look back to your school years, what were the classes or specific subjects that you enjoyed the most and that inspired you to learn more? These do not need to be the classes in which you received the highest grade!
- If you could go back to school to study a new field, what classes or topics are of interest to you?
- If you could do any job in your life, what would you choose? Forget about roadblocks, such as: I don't have the training; or I need more money. Just jot down three to five careers you would enjoy doing.
- Examine your lifelong interests. Is there an activity or a cause you have been involved in or with on a personal level?
- Are there areas where your friends and family perceive you as an expert?
- What are the subject areas you most enjoy reading about? When you go to a bookstore, what types of books and magazines do you gravitate toward?

Step Four: Assess Your Values (The rewards you want to get from your work)

Understanding your values is probably the most important of the assessment parameters. Why? Because values touch the core of who we are, why we work, and what we hope to get out of our work. And, if there is a mismatch between your values and those of the organization for which you work, this mostly likely will lead to career dissatisfaction.

Here are some questions to ponder:

What is important to you in your life and career?

- This could include achievement, work-life balance, high salary, giving back to the community, time for hobbies, etc.
- What motivates you and is important to you?

Next, try to rank order the list of values or rewards and see which ones come out on top. Think about whether these values are currently being met in your current role. If they are not, is this a major source of dissatisfaction for you?

My List of Values <i>(rank in order)</i>
1.
2.
3.
4.

Step Five: Assess Your Finances

Career change can require additional expenditures for professional development, joining professional associations, technical equipment, résumé development, and a myriad of other items. Add to that, the worry about not knowing where you are heading, what type of salary you can make, and when you actually will land a job and start collecting a paycheck. Here are a few things to do to help you prepare for the financial effects of this time of transition:

Know what you're getting into: Find out how much you could make in your new career by checking www.salary.com, www.salaryexpert.com, and www.payscale.com. View the salary data from these sites as "guidelines" which may – or may not – reflect what you will be paid now or in the future. The salary someone is paid is dependent on *many* things, including their boldness, accomplishments, location, and education, as well as their employers' compensation strategy (or lack, thereof). And, talk to professionals in your desired occupation to determine salary levels and opportunities for advancement.

Make a realistic budget: Start tracking your current expenses, and determine where you could tighten your belt. Then, start working at accumulating a three- to six-month cash cushion. Consider setting aside additional funds in case your reinvention period takes longer than expected. Taking on extra work (overtime, part-time job) could help you build up your savings.



Plan for training expenses: Estimate how much you'll need to spend for training and professional development. Ask those in your target field how much they spent on training, and research professional associations in your new field to determine how much they charge for training and certificate programs.

Don't overlook additional expenses: Membership in professional associations, attending professional conferences, and technology equipment and training all are potential extra expenses that you must plan for, as they can be essential for transitioning to that new occupation. And, make sure you haven't forgotten to plan for medical expenses that can be costly if you are between careers and coverage.

Take some extra credit: Consider obtaining a line of credit while you are employed in your present job and have steady income. This might help relieve some stress and will help you feel more comfortable knowing that you have emergency funds available.

About the Author: Randi Bussin



Randi Bussin

Randi Bussin, CCMC, CPBS, MBA, is a Career Reinvention “strategist” and holds the Reach Certified Personal Brand and Online Identity designations. The founder of *Aspire!*, she partners with successful individuals, helping them find more meaningful work while reigniting the passion that has dimmed professionally. She guides them to a renewed sense of direction, an actionable career reinvention, and a personal branding plan. Reinvention can be a new career, a role more aligned to their values, an entrepreneurial pursuit based upon a passion, or a retirement game plan. Randi has changed careers twice, working in high tech, higher education, and is a serial entrepreneur.

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About Job-Hunt

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Randi Bussin is Job-Hunt’s “Career Change Expert” offering advice every month to help job seekers succeed in their career change efforts.

Assisting job seekers since 1995, Job-Hunt has won much recognition for the quality of the content, and our goal is to continue to deserve that recognition.

- *US News & World Report* Top Site for Finding Work
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“Implementing Your Successful Career Reinvention” follow-on ebooklet is also available for free download at Job-Hunt.org.