



Career Reboot Challenge

Day 3 - Uplevel Your Career

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This Session Guide Belongs to:

www.lifecareerstudio.com

Career Reboot Challenge: Day 3 - Uplevel Your Career

"Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it."

—Michael Jordan

THIS CAREER REBOOT CHALLENGE IS FOR YOU IF...

- You are not where you want to be in your career
- You are leaving something on the table
- Feel there has to be more than the daily grind
- Not aligned with your work
- You feel stuck/ trapped
- Feel shackled by Golden Handcuffs
- Lacking meaning/ fulfillment in your career
- Feel under-valued at work

Day 3 - Uplevel Your Career

INTENTION

Where your intention goes, your attention flows.

You Get What You Give.

How do you want to show up today?

What do you need to do to decide to make this precious time you are investing as impactful as you can?

CONSIDER: I CHOOSE...





When I have Clarity I...

Feel less stressed.

I can sleep at night.

Can have long term vision.

Am in tune with myself and where I'm going.

Feel more grounded.

Other?

Your #1 Career Clarity Hack

CONSIDER: I CHOOSE...

WHEN I HAVE CLARITY THEN...

WHEN I AM CONFUSED THEN...

WHAT WOULD YOU RATHER? WHY?

TO HAVE CLARITY, I NEED...

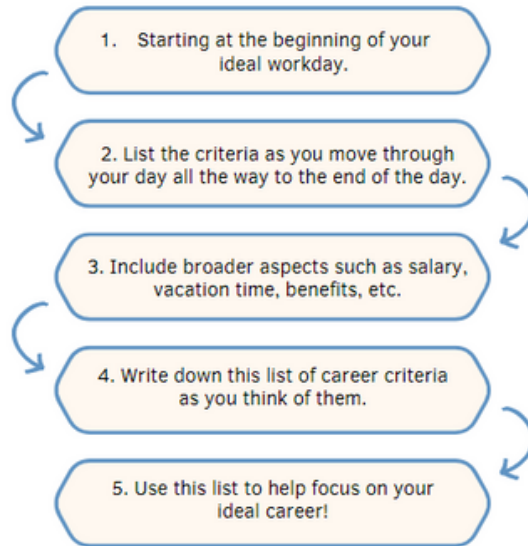
WHY IS CAREER CLARITY IMPORTANT?

When you have clarity, you will feel less stressed, you can sleep at night, you'll have long-term vision, you'll be in tune with yourself, and where you want to go and finally, you'll feel more grounded.

Career Criteria Activity

This activity encourages people to think about when they have clarity, what happens for them, if any of those resonate for them, and what that clarity can give them. It also encourages people to make a list and a criteria for their career, such as a vacation or a car, a computer, a camera, or a retreat.

5 Steps to Career Clarity



CAREER CRITERIA ACTIVITY DEMONSTRATION – MY ANSWERS:

I WILL SHARE THIS CAREER CRITERIA LIST WITH:

DUE DATE: _____

Your #1 Career Clarity Hack

QUESTIONS AND ANSWERS

3 NEXT STEPS I CHALLENGE MYSELF TO DO:

CHALLENGE TASK/ACTION

CHALLENGE TASK/ACTION TIMELINE/ DEADLINE

Your #1 Career Clarity Hack

MY TOP 3 TAKE AWAYS TODAY (WHAT WAS HELPFUL FOR ME?)

Day 2 - Get Unstuck in Your Career

ASSESS YOUR CAREER TO GET UNSTUCK

The concept that I created is a career audit, an intentional inspection of an individual's career journey, using the Oxford Dictionary to create a career audit. So as a noun, it would be an intentional inspection of an individual's career journey. The career audit in action is an in-depth examination of an individual's career journey.

Career Audit Toolkit

- ▶ Career Mindset
- ▶ Confident Momentum Inventory
- ▶ Career Retrospective

This toolkit is a tool to help people assess their career and work out where they are. There are three aspects in the Career Audit Toolkit:

CAREER MINDSET

Mindset is about attitudes, and that having a fixed mindset and a growth mindset can help us navigate challenges and obstacles in our career journey.

CONFIDENT MOMENTUM INVENTORY

Review notable events where you overcame challenges that may have seemed insurmountable at the time, but when you prevailed or even triumphed, you learned and grew from that experience.

CAREER RETROSPECTIVE

This involves brainstorming and writing down all the skills that have been developed throughout your life and your career. I encourage you to consider defining career in a holistic sense, so think outside the conventional definition of a career to include skills you have acquired in other areas of your life.

Career Audit Worksheet

1. CAREER MINDSET

CAREER AGILITY - WRITE DOWN YOUR UNDERSTANDING OF THIS CONCEPT.

CAREER IS A SUM TOTAL OF ALL LIFE EXPERIENCE - TRUE OR FALSE? CHALLENGE YOURSELF TO EXPLAIN WHY.

HOW CAN I UPCYCLE MY CAREER?

Recycling your career involves reusing and repurposing experience from your past in your career while upcycling involves pushing your career up intentionally.

Career Audit Worksheet

2. CONFIDENT MOMENTUM INVENTORY

INCLUDE AS MANY ASPECTS AS POSSIBLE IN YOUR LIFE AND CAREER.

WRITE DOWN YOUR PROGRESSION FORWARD ACHIEVEMENTS.

WHEN THE REWARD OUTWEIGHED THE RISK/FEAR.



Career Audit Worksheet

3. CAREER RETROSPECTIVE

STEP ONE: BRAINSTORMING ALONE

Think of all the responsibilities and experience you have gained at work and/or activities such as raising a family, being a caregiver, volunteer work, coaching children or adults, being part of a strata or part of any team sports, etc..

Career Audit Worksheet

3. CAREER RETROSPECTIVE

STEP TWO: BRAINSTORMING ALONE

Write down all the skills that you have developed from various types of roles that you have had.



Career Audit Worksheet

3. CAREER RETROSPECTIVE

STEP THREE: BRAINSTORMING ALONE

Find specific examples from your work/life experience to back up the skills you have listed.



Career Audit Worksheet

3. CAREER RETROSPECTIVE

STEP FOUR: BRAINSTORMING ALONE

List your educational, professional, personal development training/courses/workshops, etc.. Learning experiences - formal and informal.

Career Audit Worksheet

THE FIVE W'S



WHEN?

WHAT?

WHERE?

WHO?

WHY?

Day 3 - Uplevel Your Career

Creating a Career Strategy to Bridge the Gap
Strategic Career Management
Bringing all 3 Challenge Days Together
Next Steps for You

STRATEGIC CAREER MANAGEMENT

This is the continual process of setting career-related goals and planning a route to achieve those goals. It includes taking into consideration goals for salary, title, skills mastery and company or organization affiliation, and mapping out the actions and knowledge needed to reach those goals.

Career Strategy 101

- **START WITH THE END IN MIND**
- **REVERSE ENGINEER YOUR TARGET CAREER / CAREER FAMILY.**

This is a deconstruction of a product or project to create a new approach for your target career.
- **STAY CURIOUS**

Be open minded and curious about what it is that you're looking at in terms of your career.
- **DATA COLLECTION - FUNNEL APPROACH**

Data collection should take a funnel approach, with lots of information at the top and narrowing down as it percolates.
- **FOLLOW OTHERS – SEEK MODELS.**

This includes talking to people about the work they're doing, talking to people in the industry, talking to associations of the career or career family you're interested in, and curating content.
- **TRIAL AND ITERATE.**

Try something out, don't be afraid, and stay curious.
- **PRUNE YOUR CAREER FINDINGS.**
- **FAIL HARD AND FAIL FAST.**
- **CAREER MOMENTUM – KEEP MOVING FORWARD.**
- **START CLOSE IN (DAVID WHYTE).**

DAY 3 - UPLEVEL YOUR CAREER

MY TOP 3 TAKE AWAYS TODAY (WHAT WAS HELPFUL FOR ME?)



YOUR FEEDBACK IS DEEPLY APPRECIATED TO HELP ME SERVE YOU BETTER IN FUTURE EVENTS/ WORKSHOPS!

Click to open up the form for [Career Reboot Day 3: Uplevel Your Career](#)





Challenge Opportunity #1

Career Strategy 101

- Using the Career Strategy document above, draft your Career Strategy.
- Apply the SMART Goal Approach to your Career Strategy.
- If this does not resonate, explore why and explain.
- If it does resonate, consider reviewing your Career Strategy with a trusted friend/family member or career professional to help you step closer to bridging the gap of where you are today to bring you towards Your Ideal Career you explored on Day 1.
- Use this Career Mindset Statement from Day 2 and your Career Strategy to help focus on the career you ideally want to have.
- Review and update your Career Strategy regularly at least twice a year until you have achieved your Ideal Career.



Challenge Opportunity #1 (cont)

Your Career Strategy Draft



Challenge Opportunity #2

What are your Next Steps???. Use the 5 W's to help create and implement your Next Steps.

Challenge Opportunity #3

Community means...

Review your Confident Momentum Inventory. Consider when you had help/ support. Do you have a sense that you could have achieved what you did as quickly without support for those times? Estimate the cost/ value for you to be able to move toward your ideal career faster. Do you have the time/desire to invest in making this proactive change independently? Do you already have a community to support you? If yes, reach out and start today!

Challenge Opportunity #4

Networking...use the networking resources you will receive to help you get towards your Career Reboot goal. Keep track of your progress here, in a journal, or in a place that works well for you to easily reference.



**Resources for Day 1 -
Your #1 Career Clarity Hack**

Resources for Day 2 - Get Unstuck in Your Career

<https://languages.oup.com/google-dictionary-en/>

More resources at

<https://lifecareerstudio.com/> and

<https://www.youtube.com/@lifecareerstudio>

"Mural.com is a great free visual software tool to help you map out your criteria" - Kate (live audience member - thx



**Resources for Day 3 -
Uplevel Your Career**



Book online now for a phone consult or follow-up session
Complimentary Discovery Session 30 minutes for New Clients

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*Acknowledging the unceded traditional territories of the Qayqayt, Musqueam,
and Central Coast Salish Peoples.*

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