

# CHANGING GEARS

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## STEPS TO MAKING YOUR CAREER WORK FOR YOU AS AN ASSET AS YOU PREPARE TO SHIFT LIFE EMPHASIS.

If it feels alien to you to build a checklist for yourself about yourself, please be aware that you own experiences may well be the largest hidden asset in your possession. When the answer to a question is “Yes”, please write an outline of the outcome,

### RECOGNIZING THE ASSET

- Generate an outline of ALL the subject areas you know well
  - The list will go beyond a formal ‘Job Description’ (if you still refer to one!)
  - Note the ones you have visited more than once

### SHIFTING THE PATTERN

- First identify the pattern
  - Did you keep notes, journals, or other records along the way?
  - Did you use the calendar as a tool?
  - Or create progress reports of any sort?
- Did you work either with a team or in a team?
- What were the rules?
  - How have these shifted over time?

### ASSESSMENTS (Tool)

- What worked best for you?
  - What do you wish you might have done more often?
- Did you use checklists of your own making?
- Capture a list of the high end successes that YOU controlled
  - YES there will be some

### FIND ADVICE / FEEDBACK

- Write a short list of who to ask
  - Start with colleagues both supervisory and supervised by you
- How to ask informally
  - Over lunch (your treat) would be nice (Note the two reasons for this...)
    - They will be doing a favor to you by helping you remember and collect
    - They will be a potential source of both work and referrals in the next round of your life.

### LEARNING TO LISTEN

- To others
- To yourself (Yes this is a HUGE asset, as you capture OTHER people’s stories as well as your own)

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## WRITING IT DOWN

- Outline first
- List of Lists

## SCHEDULE YOUR STEPS

In the next AGENDA I will be exploring the WEB as your hunting ground, how to both gather info and place yourself on it.