

Ask the Career Coach

Written by Lisa Guard,
Career Coach



My New Year's resolution is to find a better job. Where do I begin?
-Kelsey

Kelsey,

Are you happy in your current work situation? If the answer is yes, read no further. However, if you find that you want more from your job in the upcoming year than just a paycheck (or perhaps you want more of a paycheck), there are some steps to take to ensure you will improve your situation in 2009.

Goals are seldom achieved with just one action. Success requires thought, planning, execution and periodic performance review to know you're moving in the right direction. One of my favorite quotes is from the actor, Will Rogers. *"Even if you're on the right track you'll get run over if you just sit there."* That said if you're looking for change this year, here are a few helpful steps you can take to get, stay and move on the right track.

First set your goal. Take a look at where you are now in your career and think about where you would like to be next year at this time.

Next determine the steps necessary to get you there and then make a plan (put it in writing). Be sure your goal and plan is SMART: Specific, Measurable, Achievable, Realistic and Tangible.

As you move forward toward your goal, revisit your plan on a monthly basis to see that you're completing all of the steps laid out in the plan. If you see adjustments in the plan are needed, make & execute them in a timely manner.

This will keep you both on the right track and moving toward your ultimate goal.



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