

Things to Work On With Your Career Coach

Career

- Choosing meaningful work
- Choosing work that meets my lifestyle needs and desires
- Understanding my Learning Style
- Understanding my Personality Type and which Careers may match my type
- Understanding my values
- Understanding my desired work characteristics
- Creating a List of Possible Careers
- Creating a List of Criteria to use in analyzing possible careers
- Selecting a Career (or business to start)
- Creating a Career Plan (or Business Plan)

Career Management

- Navigating company politics
- Personal Branding inside my company
- Shaping my job
- Seeking a promotion
- Long term career planning

Job Search

- Job Search Marketing Collateral
- Resume (e.g., general feedback, guidance, resources, examples, &/or referrals)
- Cover Letter (e.g., general feedback, resources, examples, &/or referrals)
- Elevator Speech
- Network (People) List
- LinkedIn Profile (e.g., general feedback, resources, examples, &/or referrals)
- Executive Bio (e.g., general feedback, resources, examples, &/or referrals)
- Online Presence
- Personal Branding
- References
- Target Company List
- Job Search Plan
 - Job Search Strategies (Choose at least 6)
 - Recruiters & Headhunters
 - Work Your Existing Network

- Network to Find a Job
- Job Search Websites
- LinkedIn
- Company Website Job Listings
- Review & Consider the Other 20 Job Search Strategies
- Job Search Schedule
- Job Search Metrics & Goals
- Organization
- Productivity & Accountability
- Hone Skills in Selected Job Search Strategies
- Interview Preparation & Follow Up
- Mental Game of Job Search
 - Motivation
 - Confidence
 - Perseverance
 - Rejection
 - Resilience
- Negotiate Job Offer(s)
- Onboard into Your New Job (“The First 90 Days”)
- Build Leadership & Professional Skills
- Maintain Your Business Network
- Search for the Next Job on Your Career Path

Self-Improvement

- Becoming more organized
- Overcoming procrastination
- Improving my listening skills
- Creating strategies to complete important personal projects
- Giving myself credit for my accomplishments
- Gaining a broader perspective on the situations in my life
- Building reserves of money, energy, love, time
- Increasing the level of integrity with which I live my life
- Growing spiritually or personally
- Becoming more confident
- Becoming more organized
- Exploring options for problem solving or decision making

Creating a Comprehensive Life Plan

- Determining my life mission and vision
- Goal setting:
 - Health management
 - Risk management
 - Personal finances
 - Housing
 - Lifestyle
 - Spiritual and personal growth
 - Romance
 - Business or career
 - Hobbies
 - Volunteer work
 - Relationships
 - Personal legacy
- Prioritizing my goals

Health

- Reducing my stress
- Following my exercise plan
- Creating the discipline to eat healthy foods
- Setting up health screenings with my physician

Happiness

- Creating more meaning, passion, purpose in my life
- Having more pleasure and leisure in my life
- Understanding and satisfying my personal needs
- Becoming more grateful
- Creating life balance
- Simplifying my life
- Being more at peace
- Eliminating what's irritating me in life

Social

- Creating and maintaining boundaries with friends and family
- Expanding or improving my social network



Executive Coaching, Career Coaching, Training & Consulting

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- Dealing with the difficult people in my life
- Improving my communication skills
- Building a social network



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