

The Reset
**CAREER
PLANNING**



Guide

Your Guide to Finding and Keeping
the Job of your Dreams

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THE RESET CAREER PLANNING GUIDE

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Welcome! Are you entering a time when you find yourself reevaluating and reflecting on “what’s next” for your career? The good news is there are more options than ever before that are available to help you enjoy your life and career.

Continuing your career?
Changing your career?
Writing a book?
Starting your own business?
Helping the less fortunate?

Now is the time to begin to make plans and take action for all of the things you want to do and achieve.

By this time in your career you have probably invested 20 or more years. During those years you may have been with one employer or multiple employers, in the same industry or various industries. What is certain is that during this time you have developed skills, knowledge and lots of experience.

Reflecting on your career your emotions may range from exceptionally satisfied and proud to disbelief that you have spent so many years in an unfulfilling situation. Your thoughts can range from “I hope to keep doing ‘X’ for the rest of my career” or “I can’t wait to do something different.” Either way, by this time in your career it usually occurs to you it’s time to begin to calculate how many more years you would like to be working. It can also be a time of reflection of what you would like your career to look like for the next 10, 20 or even 30 years.

By the time people get to their point in their life, they are usually done climbing the corporate ladder, they want less stress and more flexibility, but they still want challenges and a sense of purpose and accomplishment.

The concept of **THE RESET CAREER PLANNING GUIDE** is about taking the time to explore, discover, design or improve upon your plans for the next phase of your career.



In today's world of companies restructuring, reorganizing, downsizing and going out of business, everyone needs to take the time to manage their career and not be caught off guard by company business decisions. Taking action steps towards establishing your career goals without time or financial restraints will simplify the process and decision making for you.

Data analysis by ProPublica and the Urban Institute shows more than half of older U.S. Workers are pushed out of longtime jobs before they choose to retire suffering financial damage that is often irreversible

We are all unique. No two people experience life in exactly the same way and everyone has a different interpretation of how they want to spend the second part or latter part of their career or work life. You may want to consider new possibilities or reconsider some you have forgotten or given up on in the past. Taking the time now to explore options will help you find a new and possibly more satisfying balance between work and other parts of your life.

Let's begin by answering a couple key questions:

1. What is your timeline for the rest of your career? Do you plan to work 10, 20 or more years? Some people have no intentions of ever ending their work life but plan to make adjustments.
2. Do your plan to change from full-time to part-time at some point? At what age might that be?
3. Money, health benefits and lifestyle always need to be part of the equation. Determining the importance of each will be a major factor in guiding you towards what is next in your career. A financial advisor can certainly help with advice for what may be best for your situation.



Let's look at some possibilities for what could be next in your career. Here are some options to consider:

Current Career Continuation

Start / Buy A Business

Career Change

Buy A Franchise Business

Interim Assignments / Projects

Board Membership

Contracting

Government / Politics

Consulting

Volunteer Work

Teaching

Other Self Employment

*When you review this list do you have a first, second and third choice?
Rank your choices 1,2,3.*

Are your career objectives realistic?

Do you know the steps to take to reach each of your objectives?

Have you determined a timeline?

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In my work as a career coach I find that most people “only know what they know,” meaning they have been working full-time and getting a salary or for those lucky enough, a salary and bonus. When they decide they want to (or have to) do something else, they are generally not clear on their options or where to begin the process.

This career guide is a first step to assist in your decision making and planning for “what’s next” in your career.

The job market is constantly evolving, and may have changed significantly since you took your last promotion, made a career transition or career change. Companies and industries have become leaner and more focused on productivity and they require a workforce that is agile and resilient. Technology keeps moving and has affected virtually every profession in some tangible way. Companies and whole industries are relocating for economic or workforce issues. What I hear most about the changing landscaping affecting employment, is the concept of “outsourcing,” when a company uses a workforce nationally or globally instead of their own staff or location.

What effect is the constantly changing marketplace having on your career?

What impact is technology having on your profession?

What types of companies and industries need your expertise?

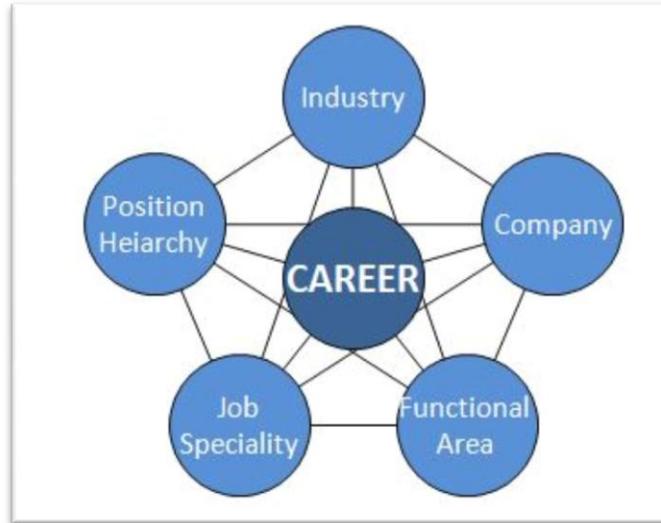
Is geography a positive or negative for your career?

Are you looking to work in an office or virtual environment?

Skills, Experience and Interests are all important factors to consider as you move forward with resetting your career. You may have strong skills or experience in one area but no interest or it could be the exact opposite; desire and interest but no matching experience and skills. One of these factors guides the others, once decided, decisions become clearer.



To simplify your planning, I have outlined five other considerations for your planning: Industry, Company, Functional Area, Job / Specialty, Position /Hierarchy.



INDUSTRY

When you begin to explore other options in your career a first considerations should be which industry you want to work in. Your value generally is greatest in the industry in which you have experience. For some positions industry should not matter because skills are transferrable between industries but keep in mind that is not necessarily the way all hiring managers think. The Pharmaceutical industry has a reputation for only hiring people that have worked in their industry whereas High Tech is more open to various industry experiences.

COMPANY

Companies range from small to large enterprises. They can be local, national or global and are ranked based on their revenue and / or number of employees. During your career you may have worked for a large Fortune 500 company and can't wait to try a smaller more manageable company. Or you may find that you work best in a corporate environment.

FUNCTIONAL AREA

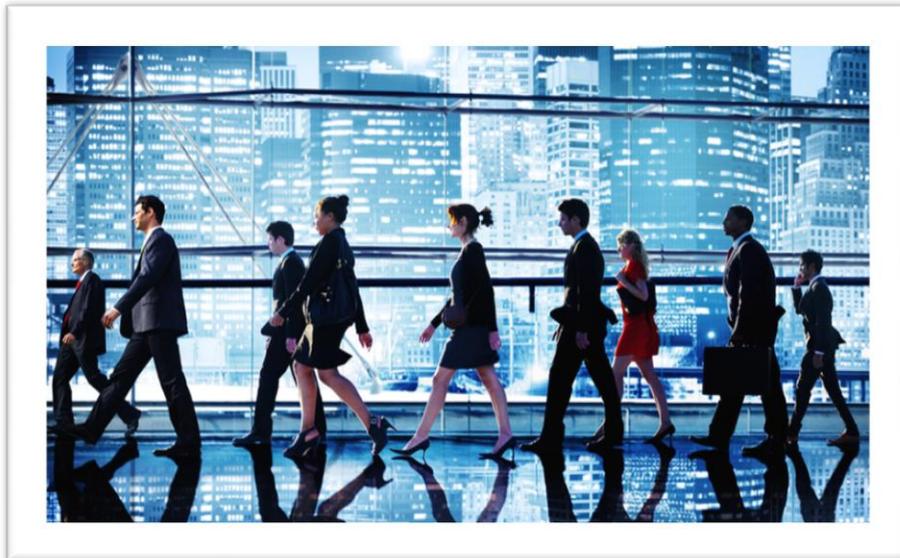
The Functional Areas of a company include areas such as Finance, Human Resources, Sales, Marketing, IT, Operations and of course the list can go on depending on the company or industry. It is important to determine where your skills are valued in a company. Although this can be quite simple for most people it can be challenging for those changing industries and / or types of companies.

JOB / SPECIALITY

Through the course of your career you have had one or multiple jobs / positions. Titles and responsibilities vary between companies and as you begin to look beyond your current employer it may take time to learn what an equal or next level position is at a different company. Some jobs are defined by their certification such as a Certified Public Accountant (CPA) or a specialty such as IT Project Manager. Your specialty may also be defined as your areas of expertise i.e. for marketing position your expertise: social media, as a lawyer the specialty: mergers and acquisitions, software engineer: frontend development. The more you are able to define your expertise the clearer it becomes to see the path to a new job or career.

POSITION / HEIRACHY

Are you an individual contributor or a manager? Every position is defined as one or the other. A manager is responsible for the performance management of other employees. An individual contributor is only responsible for their work. Of course, this is very general but as you continue with your career it is important to decide which type of role you desire.



Based on the information above, complete this chart for the three choices you made in the previous exercise. Choose *Same* or *Different* for each category and pick if this work will be *Full-time* or *Part-time*.

#1 _____

Category	Same	Different	Full-time	Part-time
INDUSTRY				
COMPANY				
FUNCTIONAL AREA				
JOB / SPECIALTY				
POSITION / HIERARCHY				

#2 _____

Category	Same	Different	Full-time	Part-time
INDUSTRY				
COMPANY				
FUNCTIONAL AREA				
JOB / SPECIALTY				
POSITION / HIERARCHY				

#3 _____

Category	Same	Different	Full-time	Part-time
INDUSTRY				
COMPANY				
FUNCTIONAL AREA				
JOB / SPECIALTY				
POSITION / HIERARCHY				

As you explore this next part of your career, you may find that you are quite satisfied with your current situation and that's great! But, as noted previously it is important to have a 2nd and 3rd choice also known as your "Plan B." I've provided some information to get you thinking about each choice and the options available.

Current Career Continuation

Continuing with current career can have many variations based on the job, company and industry: Same Job / Same Company, Same Job / Same Industry, Same Job / Different Industry, Different Job / Same Industry.

The easiest path and in many cases the most fulfilling choice can be to stay in the same job with your same company but as stated, you are not always in control of this decision due to the changing marketplace. Reviewing your skills, talents and interest will help you to determine how best to continue with your career.

Career Change

A career change generally falls in the category of a Different Job / Different Industry. Making this type of decision requires significant time and consideration. A critical need for career changers is accurate information about your needs, abilities and interest as well as the possibilities available in the marketplace. It will require you to gather information and identify options for a new direction.

Interim Assignments | Project Work | Contracting

As you explore other types of work arrangements, they will generally fall into one of these categories. As with career continuation, your greatest value is with your current skills in your same industry. Any of these work arrangements could be full time or part time and they will be offered direct from a company or through a third party referred to as a Staffing Company. In the resources below you will find a list that includes staffing companies.

Contracting through a third party can be a very desirable path for those late in their career. There is a trend by many companies to use Staffing Companies for temp-to-hire positions and contracting positions. This can be good path for those interested in being hired by a specific company and for some types of work such as IT. The downside in most of these situations is that health insurance is not available or if it is available the cost is at full market rate.



Consulting

Choosing the route of consulting can have many variations from a temporary position between employers to having your own business. In either situation consulting is about sharing your knowledge and expertise with others. It can also fall in the category of self-employment and you can decide if it part-time or full-time fits best with your schedule and lifestyle.

Careful research and planning to understand the needs and demands of your industry or functional area will provide the path to success. A good network with connections will facilitate your ability to generate and build your career as a Consultant.

Adults age 50 and older are starting new businesses at a rate that's been growing for more than 20 years - accelerating since 2008. Many of these new entrepreneurs are using skills developed during careers to start successful businesses, all while enjoying the experiences that come with working for themselves. AARP

Start / Buy A Business | Buy A Franchise Business

Having your own business is a dream for many people, it is the opportunity to manage your destiny, be your own boss or just leave the corporate world behind. It can be the opportunity to use all your skills, knowledge and experience in new and fulfilling ways. Having a business can be as simple as a single person business to having a large staff working for you.

Buying a business or a franchise business can be very costly with both having advantages and disadvantages. Getting started, funding, and lack of support systems can be some of the initial challenges of a business owner. As with all career decisions, research and planning provide the path to assist with all decisions.

Government Work / Political Life

There are two sides of Government work: the administration side and the governing side. Opportunities are available at the local, county, state and federal level for both the administration side and the governing side.

The governing side is often called Politics. Positions can vary from legislative to executive at each level of government. Using acquired business skills to participate and serve in any part of our government can offer challenges and rewards.

Volunteer

A volunteer is someone who works without being paid. The opportunities are endless when it comes to volunteering. Finding a non-profit or civic organization that aligns with your passions is a good place to start.

Board Membership

A position on a board can be a paid or unpaid position. The paid positions align with industry and functional skills as needed by an organization. Being a paid board member can be quite lucrative. Unpaid positions are generally with non-profit and civic organizations and offer the opportunity to provide leadership and business skills.

Other Self-employment

You may have heard the term “gig economy,” it refers to the concept of having short term jobs and possibly working for more than one employer. Having a “gig” means you have temporary work. Self-employment can be any combination of project work, interim assignments and contracting. Another type of self-employment is being a one-person business, referred to as a “solo entrepreneur.”

“While many older workers choose to stay in the workforce for economic reasons, an increasing number are staying based on lifestyle preferences.”

Elizabeth L. Malatestinic, SHRM-SCP

The right position will use your greatest strengths and motivate you with the challenge, recognition or opportunity for personal or professional growth.

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Next Steps

Step 1:

Research new interest areas via print, online and talking to people.

Step 2:

Be able to knowledgeably present how your skills, experience and interest meet the needs of a potential employer or potential clients if you choose a more entrepreneurial route.

Step 3:

Focused on your next career goal and be proactive in getting experience, additional training and skills along with developing relationships that are needed to help you reach your goal.



Source: LinkedIn



WHAT'S NEXT

In the past decade, there are an increasing number of highly successful and creative people with years of experience, which by choice or necessity have changed jobs, companies or industries. As you have read through this guide your thoughts about what's next in your career may have changed or solidified. You may still be focused on turning your dreams into reality by doing something completely different in your career.

To continue to explore, discover, design or improve upon your plans for the next phase of your career, join me for a short webinar to learn about the **RESET PLANS Program**.

You can save a spot by clicking here: [RESET PLANS WEBINAR](#)

Or go to: www.ResetPlansProgram.com/registration to register for immediate access

Here are some thoughts from previous clients:

"Pushed me to consider options outside my comfort zone"

"Your expert advice was invaluable"

"Appreciate your expertise and optimistic enthusiasm"

Learn more at my website: www.ResetPlans.com and follow me on [LinkedIn RESET PLANS](#) for more articles and insights about how you can reset your life and career to make the next part, the best part!

Look forward to accelerating the journey and adventure into the next part of your life!

Best regards,



Mary Kay Wedel specializes in Career Management Consulting. She is known for her pragmatic and goal driven approach to helping clients make career transitions and changes using their skills, knowledge and industry experience. Mary Kay's career spans the spectrum from building start-up companies to working in Fortune 100 companies in the Cable TV and Entertainment industries before starting her Career Coaching Practice. She is the developer and executive coach of The RESET PLANS Program. Mary Kay has a BA from Rutgers University and is a Certified Professional Coach and Energy Leadership Index Master Practitioner from the Institute for Professional Excellence in Coaching (iPEC).

RESOURCES

About O*NET

The O*NET Program is primary a source of occupational information. The O*NET database, containing hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. The database, which is available to the public at no cost, is continually updated from input by a broad range of workers in each occupation.

The Occupational Information Network (O*NET) is developed under the sponsorship of the **U.S. Department of Labor/Employment and Training Administration** through a grant to the North Carolina Department of Commerce. <https://www.onetonline.org>

D&B Hoovers

D&B Hoovers is an American business research company that provides information on companies and industries. It is considered to have the world's largest commercial database of 120 million business records and analytics. It is a paid service, but most libraries make this available or have other types of databases available to provide individual company information

RECRUITER

Below are links to recruiting firms that may be helpful with your job search. Lists provided by Forbes Inc.

<https://www.forbes.com/best-professional-recruiting-firms/#49e054d820b2>

<https://www.forbes.com/best-executive-recruiting-firms/#23a1a67c29be>