

ARE YOU READY FOR A CAREER CHANGE?

A **FREE** How-To Guide for Changing Careers!



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If you're unhappy in your career, the only person who can make a change for the better is you. But you don't have to figure it out all at once or rush a decision that warrants careful thought.

Deciding to leave your current profession is no easy decision. You've worked incredibly hard to get where you are today and the thought of making a career change at this stage in the game can feel overwhelming.

We created this **Special Career Change Guide** for people just like you who are considering a potential career change or those who have already made up their mind and are ready to take the plunge. We are here to support and guide you through this time of transition.

ARE YOU SUFFERING FROM JOB BURNOUT? YOU'RE NOT ALONE!

In today's increasingly competitive and complex business climate, it's not uncommon for employees to work long hours, function on little sleep or constantly be at the beck and call of your boss or department head. This can lead to burnout, which can create disillusionment within your field. Employees who experience burnout may care less about their jobs, become depressed, and even wonder why they chose to pursue their current career in the first place.

How do you know if you're burned out and possibly in need of a career change? Job burnout can look different for every person. But, there are 4 tell-tale signs to keep an eye out for.

1. Overwhelming fatigue.

Even when you get enough sleep, you never feel well rested. This is typically a sign of a deep-seated exhaustion that runs deeper than simple sleep deprivation. Often, it's exhaustion from a job that a few days off can't adequately address.

2. Disengagement or cynicism.

People may struggle to remember the optimism and driving force behind their pursuit of their career. If you feel like your work doesn't really matter, or you struggle to feel excited about your major successes, you may be suffering from burnout.

3. Feeling ineffective and overwhelmed.

People who are burned out may feel like they are putting out a significant effort but getting nothing in return. They never feel like they are getting to the finish line, and the finish line seems to keep moving farther and farther away.

4. Negative self-talk.

The effects of burnout can lead you to beat up on yourself and engage in negative self-talk also known as the inner critic. If you're constantly thinking: I am not good at anything, I get everything wrong, I am not dedicated enough, I am not smart enough, then you're engaging in negative self-talk.

5. Struggle to concentrate.

One of the hallmarks of burnout is an inability to concentrate on the task at hand. Your mind wanders, you lose focus and time flies by with very little getting accomplished. Tasks that normally would take you little time become all day projects.

DO YOU NEED TO MAKE A CAREER CHANGE?

Today, the average person will change their job approximately 10 to 15 times throughout their work life.

But how do you know whether it's time to change careers or if you're simply feeling the effects of unresolved job burnout? Consider the following signs of limited satisfaction in one's career. If any of them sound like you, it may be time to move on to a more rewarding and satisfying career.

1. Your job gives you a sense of dread.

It may be time to for a career change if you notice a feeling of dread as you fall asleep Sunday night or wake up to head to the office in the morning. Dreading your job can have detrimental effects on your work ethic and on your company. To avoid developing an apathetic attitude towards your job, consider switching to a different department in your company or search for a new company that might be a better fit. If the new position fails to keep you interested and engaged, then your current career may be the problem and a career change might be the only viable answer.

2. Thoughts of your career are limited to your work hours.

Your career should be driven by passion and satisfaction. But when you're beginning to feel burned out and you're no longer excited by your career, it may be time to find something else to ignite that passion and leverage the many skills and experiences you've gained from your current career.

3. You don't find the perks of your job worth it.

To determine whether or not it's truly your career and not your current job that's making you feel fatigued, consider whether you'd continue doing what you do for greater benefits. Would higher pay, a different company, or improved health benefits excite you enough to keep working in your current field? If no perk makes it 'worth it', it's time to consider changing career directions.

4. You've broken the rule of 80/20.

The 80/20 rule is a rule that helps keep you satisfied in the workplace. As long as you're 80% happy with your boss, your job, and your career, there's no reason to leave. However, should your satisfaction drop below 80% it may be time to change careers. Aiming for that unattainable perfection in your current field will only cause you to become unhappier. However, as long as you're 80% satisfied with your career, you should be all set for the time being.

TRANSITIONING FROM YOUR CAREER

Change is a necessary part of life, but it can sometimes seem overwhelming. If you're ready for a career change, you're likely feeling more than a little trepidation. But you've learned the hard way that there's no point in sticking with a profession that makes you feel unhappy and unfulfilled.

Changing your career might not always be easy, but it's absolutely possible (and healthy). Here's how to go about it:

1. Find the right time.

First, decide on your timing. This is a fuzzy concept, and there's no "one size fits all" answer. Some people may consider a career change the minute their student loans are paid off, while others like to wait until they achieve financial security.

Finding your "right time" will require a lot of introspection on your part. Don't get stuck in the trap of waiting for your "right time" forever – change is difficult, and, at some point, you have to jump in the deep end if dipping your toes in isn't getting you anywhere.

2. Do your research.

Consider what you might do next before making a career change. As a hard-working professional with years of practical experience, there are several different career paths you might take. Whatever you chose, take into

consideration your passions, strengths, skills and don't lose focus on your long-term career goals.

Once you have a list of potential new careers, remember that you can't expect to enter a new field without understanding the basics. There may be an educational gap barring you from entry. Other times your skillset is almost – but not quite – a match, in which case you're going to need to do some learning. Make sure you understand what the field expects and requires and be prepared to learn some new tricks before you find a job.

3. Let go of unrealistic expectations.

A real killer for career changers is when they've landed the job, done all the right steps, and aren't satisfied with the results. The truth is that it took your entire career to get to the position you were at before. You won't find a comparable position in a new field right away – that just won't happen. But that's no reason to give up!

If you find yourself enjoying the challenge, enjoying what you do, and feeling better in a new role, you may have stumbled on something special. Even if it's not immediate bliss, stick it out. Only if you're in it for the long-haul will you know if you've made the right choice.

4. Don't be afraid to ask for help.

Making a career change can be daunting, but you don't have to do it alone. Hiring a career coach is one of the best things you can do to assess your current goals and get your transition underway.

With the help of a transition coach, you can determine your strengths and weaknesses, as well as which alternate career path makes the most sense for your personal and professional goals.

Don't shy away from change because it's not the "right time" or because you're unsure of what to do next. Talk to a career coach and get onto living the life that makes you happy and fulfilled.

CHOOSING A NEW CAREER

Often times, people who need a career change feel stuck in their current position, but that is not the case. It is important to spend time thinking in depth about what you might want to pursue, even if it is a less-conventional job.

If you're looking to choose a new career, consider the following to help guide you:

1. What excites you?

First, think about what excites you. Focus on your daily life; you should be able to point out something that makes you feel energized. It could be working on your car, reading a book, or any activity that you enjoy. If you can match your career to something that excites you, there is a higher chance you'll be happy with your job.

However, a part of you must also be keeping in mind what you do well. Most of the time, passion is not enough to sustain a career. This may mean that one of your passions becomes a hobby, because you want to set yourself up for success as well as excitement.

2. What is your ideal work environment?

It is also important to consider your work environment. Certain traditional career environments like law firms and accounting firms don't match well with certain personalities. Maybe working a 9 to 5er isn't right for you. Think about what types of environment would align well with your character and life goals and take that into account. This may also include where you may want to live and what kind of lifestyle you want to achieve.

3. What is your S+P+V formula?

A steadfast way to help you clearly lay out what you want to do next is to use what is called the Strengths, Passions, Values (S+P+V) formula. This combines your strengths, passion, and values. Chart all of these out and see if you can find a career that aligns with them. Once you have decided on a career or a few careers, map out a possible career plan. This will outline various goals that you want to reach to be able to, ideally, achieve that dream job.

NEED INSPIRATION? HERE ARE A FEW CAREER OPTIONS TO CONSIDER!

Thankfully, there are a lot of options out there for professionals who need a career change. Remember not to limit yourself before you've done your research. You may actually be surprised at what types of careers now interest you at this stage of your professional life. Here are 6 excellent alternatives for burned out professionals in need of a career change.

1. Consulting

While you may not like the current business you're in, you may be able to leverage your skills by providing consulting services to other businesses. Consider using those marketing and social media skills to help promote a non-profit or expand the business of an up and coming entrepreneur. You may have a particular set of skills that you believe are specific to your current job, but many of those skills are actually life skills that can be applied in other settings as well. For example, accountants are in a service industry and have to become very familiar with their clients, and that's exactly what consultants do. Accountants are essentially tax consultants, so the role is very similar.

2. Real Estate

Property values are currently on the rise, so it is a great time to be involved in real estate. Relationship building, networking, marketing, and sales are all great transferable skills that can help you succeed as a real estate agent. A real estate career also is conducive to a non-traditional work schedule in case you have issues with child care, etc. Real estate also is a great choice for people considering a mid-life career change. According to the National Association of Realtors, the median age for its membership is 52, and only 5% of members reported that real estate was their first career.

3. Marketing

Marketing can be a great choice for professionals who have experience running their own business or someone else's business and know the ins and outs of sales, budgeting, tracking, networking and promotion. To be a good marketer, you have

to listen and understand your client to get the necessary buy in and demonstrate your marketing efforts' return on investment (ROI). Persuasion and negotiation are also skills that many business professionals are equipped with that are helpful in the marketing realm.

4. HR Director or Manager

Being an HR director requires being able to meet strict deadlines, paying attention to the finer details, along with immense organizational skills – natural to most business professionals. If you enjoy interacting with other people, the quintessential people person, HR could be a great choice. HR professionals also ensure a company's legal compliance and implement regulations at the state and federal level, so it's an ideal choice for accountants and lawyers who are used to dealing with laws, codes and regulations.

5. Project Manager

A project manager is in charge of keeping projects on track by planning, evaluating, and organizing a series of activities that guide it to completion. The project manager is accountable for the end result, from start to finish. That means you're in charge of staffing, developing and adhering to a timeline, budgeting, and handling the unexpected. Essentially, you're the middleman between the stakeholders and the members of your team.

Project managers exist in a variety of industries, from technology to consumer goods, research, professional services, and more. This may be a good fit for any professional who enjoys mentoring and likes the pressure of working under a deadline. It effectively allows you to pursue other interests (like technology and R&D) while still using the essential aspects of your prior career.

6. Journalist

If writing is an essential aspect of your current career and you love to write – just not what you're currently writing about, the journalism field can be a great option. The news focuses on a myriad of topics from politics to the environment to human interest stories. Consider being a correspondent for a local news channel and lending your expertise to the issues that matter the most to you.



Do You Feel Stuck in Your Career and Need a Change?

Whether you are reinventing your career, pursuing a significant goal or reentering the workforce, my successful experience and specialized expertise can help you set a plan and get you where you want to be. I help clients clarify their priorities and aspirations so they can make lasting changes for a happier, successful life.

My career coaching practice draws on my extensive professional experience at the Philadelphia District Attorney's Office, the New York Stock Exchange, FINRA and Prudential as well as my education from Cornell University and Boston College School of Law. My career coaching approach is rooted in positive psychology and focuses on helping you take practical steps to achieve your goals.

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