

Healthy Career Checklist

The following checklist can help you determine areas should focus on in your career. If you answer “**NO**” to the any of the questions below, click the link to learn more about the e-course we offer that can help you improve in this area.

	YES	NO
1.) I know how to conduct a proper job search so that I can find my next opportunity quickly and without a lot of uncertainty and rejection.		
2.) I have a system for determining what kind of career I should pursue, based on my strengths and preferences as a professional.		
3.) I know how to properly prepare for interviews so that I can make a great impression and stand out from my competition to get the job.		
4.) I know the most up-to-date formats and strategies for designing resumes and cover letters .		
5.) My profile on LinkedIn is optimized and I know how to use the platform to find jobs and advance my career.		
6.) I am 100% confident and comfortable negotiating salaries and raises when I need to.		
7.) I use a proven process to exceed expectations on a new job so I can plan out and land the next career advancement opportunity I want.		
8.) I've got a customized plan to ensure I'm moving forward in my career the way I want to.		
9.) I'm highly skilled at communicating with co-workers, managers, vendors, and customers who are different from me so I can get what I need from them.		
10.) I understand the power of being a good "coach" on the job and am effective at coaching others to improve their performance.		
11.) I am very comfortable networking and have built a strategic plan to ensure my network is strong and powerful so I can leverage its full potential.		
12.) I know how to develop and maintain my career confidence so I can go after all my goals with energy and motivation.		
13.) When I am thrown and unexpected curveball in my career, I know exactly what to do to figure out how to fix it fast. (i.e. getting fired or laid-off)		

If you answered "NO" to QUESTION #1...

.... Spend some time working on your "big picture" plan instead of focusing on smaller tasks like scanning the job boards or tweaking your resume. This will help give you focus and clarity in your job search so you make the most of your time and effort.

If you answered "NO" to QUESTION #2...

.... Take some time to really identify your niche and unique strengths. This will help you figure out what your next move is and how you could be of value (whether you're looking for a job, changing careers, or aiming for a promotion).

If you answered "NO" to QUESTION #3...

.... Do a few mock interviews to get comfortable presenting yourself, answering questions, and asking questions during interviews. It sounds silly, but mock interviews can go a long way when it comes to interview prep. Plus, they will give you a confidence boost.

If you answered "NO" to QUESTION #4...

.... Identify outdated strategies when it comes to writing resumes and cover letters. For example, putting an objective statement on your resume is extremely outdated and can actually hurt you during the hiring process since it's such an old technique. As far as cover letters, avoid techniques like using "To Whom It May Concern." This is also outdated and doesn't help you move forward.

If you answered "NO" to QUESTION #5...

... Take some time to optimize your profile with relevant keywords. Recruiters use LinkedIn to source candidates by searching on specific keywords related to the jobs they're trying to fill. The easier you can make it for them to find you in a search, the higher your chances of getting an email or a call from a recruiter.

If you answered "NO" to QUESTION #6...

... Before you start job searching, research the competitive salary rates for that job online. You need to do your homework and understand what's fair. The last thing you want to do is to price yourself out of a job because you didn't know you asked for too much. Or worse, sell yourself short because you didn't ask for enough. Check out Glassdoor's [Know Your Worth Tool](#) for help with this.

If you answered "NO" to QUESTION #7 & #8...

... If you're looking to exceed expectations at your brand new job or just want to get a promotion at work, you need to create a plan to help you get there. Have a conversation with your manager and work together to create milestones. Then, go above and beyond your manager's expectations. This will set you up for success.

If you answered "NO" to QUESTION #9...

... If you're constantly miscommunicating with co-workers, have a conversation with each of them and ask what the best method of communication is for them. Some people prefer emails over in-person meetings. Other people like phone calls over instant messages. The important thing is to identify what works best for the people you're communicating with at the office.

If you answered "NO" to QUESTION #10...

.... As a manager or unofficial leader, it's critical to coach your team rather than order people to do things. Coaching = supporting. You're the leader and your team is looking to you for support. Give it to them!

If you answered "NO" to QUESTION #11...

.... If you avoid networking because it's awkward, uncomfortable, fake, or time consuming, you're not alone. But if you want to open yourself up to new opportunities like jobs, promotions, or clients, you need to spend more time on your networking strategy. 40% of people find their favorite or best job through a networking connection. And the good news is, with the right strategy, networking is actually really fun (and easy!).

If you answered "NO" to QUESTION #12...

.... Confidence is a critical part of selling yourself and services to employers. If you don't believe in yourself, why should they? For most people, negative self-talk (NST) gets in the way of their success. When you focus on your insecurities, you're going to feel unconfident and unable. Instead, focus on what you have to offer.

If you answered "NO" to QUESTION #13...

.... Losing a job is never easy, but if you have a plan to help you bounce back, you will be fine. Look to your network, ask for help, and work on your personal brand. What do you have to offer? Why are you valuable to employers? Don't let a lost job define you. Get back out there!
