

CAREER CLARITY SERIES

LOVE IT OR LEAVE IT

*Is it
time to
change
your
career?*



DIANE HOWELL TOPKIS

LOVE IT or LEAVE IT Workbook

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Thank you for respecting the hard work of the author.

The information presented in this book represents the views of the author. Like anything else in life, the reader should rely on their own judgment about their circumstances and act accordingly.

Write It Down

If you are puzzled as to what to do next, the answer is already inside you just waiting to come out.

Writing it down serves two purposes in your quest for clarity. First, it slows you down and makes you really think about your situation. It helps you access your intuition. Second, writing helps you commit to your intentions. By writing down what you want to accomplish, you hold yourself accountable, as if you had signed a personal contract. Once it's down on the page, a statement to yourself and the world, you'll find more courage to act and less chance to renege.

Career transition is as much about what you learn on the journey as the rewards when you reach your destination. Trust the process. Don't just write the answers. Write about your feelings going through this process. Have faith the answers will present themselves when you are ready. Stay in the question. Resist the temptation to write quick answers. Think of the "why" behind the answers.

Moment of Truth

Describe your moment of truth – when you realized you needed a change. Describe it as a scene in a movie.

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Are You Ready to Change?

Review the list of statements below, and honestly ask yourself “Does this reflect what I'm going through today?” Check all that apply.

- I'm frustrated in my current job situation but not sure what my next career move should be.
- When I think about changing careers, I feel overwhelmed and powerless.
- I feel my values and ethics do not match my company's.
- I have a dream job in mind but can't find the time or energy to go out and get it.
- I feel like I have so much more to contribute but am not being given the opportunity.
- I know there's something else out there for me to do but I'm not sure what it is.
- My kids are in school. I want to go back to work but not sure if I can compete.
- I want to learn key strategies on how to move up to a higher role.
- My company has let me down and I don't feel the same commitment to it.
- I dislike what I do, or I'm so bored, but I have no idea what other work I would do.
- I don't want to keep doing this work but I don't have a way out financially.
- I was laid off (or fired) and want to do something different.
- I just don't want to keep up this competitive pace. I'm exhausted.
- Successfully balancing my home life and work life is impossible.
- I feel as if I've awakened somehow and I want to start smelling the roses.
- I dread Monday mornings.
- _____(add your own)_____

Feel the Future

Visualize your ideal work day and your life around it. Don't worry that at this point you haven't decided exactly what that career is to be. In a few sentences, describe how you'd like to *feel* in your career.

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To help more fully find your motivation, answer these questions:

What would it mean for me if I did not make a change?

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What problems am I trying to solve?

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What are the risks if I do change?

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How willing am I to do everything possible to make this change?

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Your Personal Definition of Success

Complete this sentence:

I know I'll be successful when...

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This is important to me because...

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Find the Meaning

Your Life

List your top 5 values.

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How have they changed or evolved since you were younger?

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How is what you do every day a reflection of your deepest values?

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What's your passion? What do you place at the center of your life?

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What dreams have you put on hold?

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What's your life's purpose?

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Your Career

What is your definition of meaningful work?

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How does that fit with your definition of success?

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How would your answers ideally manifest in your work?

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What accomplishments have you made?

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What legacy do you wish to leave?

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How are you headed in that direction?

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If you left work today, how would people remember you and your accomplishments?

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Is that how you want to be remembered?

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If not, describe how you want to be remembered.

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Makeover your career

Re-energize your current career to love it again

How will your current job allow you to reach your success as you define it?

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How does your current field of work align with your definition of meaningful work?

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What do you enjoy about your current industry or field of work?

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What are 3 things you enjoy and gives you energy about your current job?

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What would you be giving up if you left this job?

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What is it costing you to stay?

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Reviewing your previous answers, what are the 3 biggest issues (gaps) at work?

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What are 3 things you can do to fix each?

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Are they within your power? If not, what else could you do?

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Reinvent your career – leave it to find a career you love

What have you always dreamed of doing?

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How can your skills be repurposed to fit your dream?

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Where else can your skills and talents be used?

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Do you need additional education?

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Do you want to become an entrepreneur and run your own business?

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Can you retire and create an encore or part-time job?

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Are you ready for the journey?

How willing are you to do what needs to be done to make this change?

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What are your obstacles and hidden conflicts?

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What's your plan to overcome each of them?

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Take the Next Step

This is just the beginning of your self-exploration. I hope you have learned more about yourself and your career journey.

It's your time to blossom into the vibrant self-assured woman you were meant to be, with a passion and purpose for your career and life. It's a new beginning. It's time to pursue your dreams and put yourself on the path to a fuller, more abundant life. It would be nice if we could be magically transformed. Alas, it takes hard work. The question is—do you go it alone or find help?

Every day I help midlife women transition into a new career and I can help you, too. I will be your partner every step of the way, holding you accountable while using my proven, time-saving step-by-step process, tools, and powerful coaching to help you reinvent or reenergize your career faster than if you go it alone!

I'd be honored to be part of your adventure!

To learn more about how we can work together, please go to
<http://www.YourNextChapterNOW.com>

Diane

The Midlife Career Coach