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About This Assignment Workbook

This free and free-to-share Assignment Workbook is the companion to the *6 Week Career Makeover: Career Transition & Career Management for Professional Women* [book and course links pending]. While the course focuses on unique challenges that women face in the workplace, it can be used by anyone (girls can use power tools, guys can use this workbook, too!). Our primary focus is on salaried professionals in traditional corporate settings, but the book and these assignments are also useful for anyone looking to shift their career in new directions.

In over 20 years working with professionals who are growing their careers, managing a career transition, or engaging in a job search, we find that most people skip these important steps in the process. Usually, a job seeker (including someone looking to transition internally within their current company), starts with updating their resume, then starts applying for jobs. Instead, I want you to start by getting very clear about your options, the value you bring to an employer, and the problems your unique value helps alleviate for them based on target opportunities you identify. Over the years, my colleague Adrienne and I narrowed down the career transition and job hunt into 6 steps:

Ready:

- Gather your Posse (This is not a solo endeavor!)
- Know Your Value

Aim:

- Design a Career that Supports your Best Life and target your “North Star”
- Identify options and opportunities (and yes, update that resume!)

Fire:

- Engage your Posse and others who know you to land the job or build your business
- Actively Manage your Career until you no longer have to work

The Career Lifecycle

As a talent management executive for multi-billion dollar companies with tens of thousands of employees, I was responsible for managing the “talent lifecycle” from onboarding to learning and development to succession planning, including programs designed to develop identified “high potential” (HiPo) employees from early career professionals, into managers, and emerging executives. Careers have a lifecycle as well. One of the first “assignments” I would give my new HiPo program participants was to talk to at least two or three executives and ask them about their own career journey. No two stories are ever alike. Few careers take a “traditional” career-ladder path. Interests change; priorities change. The needs of your life change.

Careers go through phases. There are multiple key drivers in career decisions that happen at different times in a career for everyone. So, whether your current transition is voluntary or not, where you are in your career may influence the decisions you make as you move to your next chapter.

Occasionally, people seek a career transition because of extreme dissatisfaction with their current work situation. It could be the company culture, a toxic boss, an unhealthy work environment, or even sheer boredom. If this is you, only proceed if you have done everything you can to move to a new

department, role, or focus within your current organization. A successful career transition needs to be about moving toward something you want and not about moving away from something you don't want. There are toxic bosses and questionable work values in almost every organization: Sooner or later you will need to learn how to navigate and manage those challenges. We'll discuss this more in *Part 3: Fire!* and managing your career.

Successful Transitions

Nayla Bahri, Ph.D. conducted research at Columbia University on career transitions. In her study, she found that those professionals who successfully transitioned after a career disruption did five things consistentlyⁱ:

- Spent time learning about themselves through their network.
- Invested in themselves outside of work.
- Developed a reflective practice
- Owned their expertise.
- Conducted “experiments” to move into their next career stage.¹

This workbook will help you do each of these and captures the process Adrienne and I used with our clients who come to us when they are looking for a career transition or starting a job search. You can copy, paste, add, and build on each assignment, using this workbook as an ongoing journal and helping you maximize the return of your own career asset.

¹ Read more on Nayla's website: [HOME | Nayla Bahri Leadership and Career Coaching](#)

Week 1: Gather Your Posse

Read “Week 1” in *Six Week Career Makeover* (Or this [LinkedIn Blog Post](#))



ASSIGNMENT 1

List your Posse below, including email & phone numbers. Schedule a short call with each of them to let them know you are in, or considering a career transition. Try to get at least one or two to serve as your Posse Career Coach for the next 6 weeks to keep you on track. Keep your Posse front and center by keeping this on a bulletin board or wall near where you will be reminded you have a great tribe supporting you!



MY POSSE

MENTORS

Name: _____
Email: _____ ph: (____) _____
Name: _____
Email: _____ ph: (____) _____

COACHES

Name: _____
Email: _____ ph: (____) _____
Name: _____
Email: _____ ph: (____) _____

SOUNDING BOARD

Name: _____
Email: _____ ph: (____) _____

CONFIDANT

Name: _____
Email: _____ ph: (____) _____

DEVIL'S ADVOCATES

Name: _____
Email: _____ ph: (____) _____
Name: _____
Email: _____ ph: (____) _____

ANGEL ADVOCATES

Name: _____
Email: _____ ph: (____) _____
Name: _____
Email: _____ ph: (____) _____

CHEERLEADERS

Name: _____
Email: _____ ph: (____) _____
Name: _____
Email: _____ ph: (____) _____

MORE CHEERLEADERS

Name: _____
Email: _____ ph: (____) _____
Name: _____
Email: _____ ph: (____) _____