



April, 2014 Volume 5, Issue 4

Number 47

Click for section: [Features](#) [Offers](#) [Resource](#) [Tip](#) [Where](#) [About](#)

a MESSAGE from SYLVIA

DO YOU KNOW WHAT YOU REALLY WANT AT WORK?

As I talk with people who express interest in changing jobs or careers, I discover that they rarely know what they want. Intuitively, they know they need to move on. Perhaps they're clear about the reasons why, too. To their credit these folks frequently know what they don't want, but the problem is they have no idea what they do want. Sound familiar to you? Or, is it ringing true for someone else in your world?



The clearer you are about what you **DO** want in your next professional experience, the greater your chances for personal fulfillment and job success. Truly. In my business I devote significant time to helping these clients explore their list of *wants*. This represents some of the essential foundational work that must take place before you revise your resume, send it out to

prospective employers, and prepare for interviews. It's hard to conduct a credible job/career search when you aren't sure what, specifically, you are looking for.

The feature article below is designed to provide you with a little direction.

[back to Ezine top](#)

FEATURE ARTICLE

HOW to IDENTIFY WHAT YOU WANT the NEXT TIME AROUND

Over the last year I've identified twelve different areas to consider when it comes to knowing what you want in your next job or career. In this article I present five of these areas to get you thinking.

1. Strengths to leverage

Too many people spend their days doing work they don't like and/or can't do well. Identify what lights your fire. List your top three skills. Where could you go that would welcome that combination in YOU? That needs that combination in YOU? That allows you to use it at least 70% of the time?

2. Time/energy commitment

Determining how many hours in a typical week you are willing to devote to a job is essential. Gaining realistic clarity around the types and amount of energy you can commit is equally as important. Perhaps you have significant emotional energy to invest in developing staff but lack the physical energy to travel regularly to three workplace sites located out of state. You must face facts about what you can do.

3. Culture

Define the kind of work environment in which you are most likely to thrive. For example, if you want lots of interaction and creativity, seek a culture that builds and sustains high functioning teams. If you value ongoing learning without fearing punishment for every little mistake, look for employment with like minded organizations.

4. Supervisor qualities

Assess your relationship with each supervisor you've had throughout your career. Think about both full time and part time jobs. Why were some of these relationships so stressful and problematic? Why

were others more successful? List the non negotiable qualities you know you want in your next boss. Your chances of connecting to that “ideal person” are greater when you have this clarity.

5. Professional development opportunities

Looking to move up in your next job after you’ve been there a while? Looking for ways to refresh the one you initially land? During the interview process make sure you inquire about growth opportunities: Does the company believe in them, support them, and provide them? Specifically, what would they look like for you if you actually worked there?

Stop settling for a lot less than what you really want. If and when you decide to jump ship, do it for the right reasons. But let me offer a suggestion that can change your life--make one of those reasons solely about YOU.

[back to Ezine top](#)

What Clients Say

I hired Sylvia to help me move forward in my career development efforts. I didn't know how to do this completely on my own. As a result of working with her, I developed a solid strategy for proceeding with my job search. One highlight: Together we created a strong resume that effectively marketed me and my skills. An overall empowering experience, the coaching work impacted my professional life in some big ways I didn't expect. Today I have a job I love--in the field I desired most. I cannot communicate my gratitude in words.

--Megan Jones

[back to Ezine top](#)

Offers and Opportunities

BRAND NEW GROUP COACHING PROGRAM: “Jump Start Your Job Search in 30 Days”

Beginning on May 6, 2014 at 7:00 PM EDT Sylvia begins a compact group coaching program for a maximum of ten participants. If you are considering a job or career change but don't know where to start, this opportunity may be for YOU. If you are in the middle of a search but are

feeling stuck, Sylvia can help. Space is limited in order to provide the individual attention you need. Check out program content and details here: <http://www.launchinglives.biz/services/group-coaching.html>

[back to Ezine top](#)

RESOURCES

CHECKLIST for ACCEPTING ANOTHER JOB

As you plan to change jobs or careers, you may find this simple yet comprehensive checklist to be useful. Sometimes a peek at the back end of a process can help you make wiser decisions along the way.

To download the checklist, click here:

www.launchinglives.biz/pdfs/chklstjobacceptance.pdf

[back to Ezine top](#)

TIP

One of the best ways to determine what you want in your next job or career is to get in touch with your personal core values. Set aside fifteen minutes and list your top five or ten. Be as specific as possible. Avoid general words like *family, health, and money*. Why is this exercise beneficial? If you identify *autonomy* as one of your values, then you probably want a supervisor who doesn't micromanage. If you value *growth and learning*, then you most likely want an employer who will provide opportunities for this to occur. If you value *time flexibility*, you definitely want a job situation that allows you to attend your child's afternoon school play or concert. Clarify your core values first. The rest falls into place.

[back to Ezine top](#)

Where in the World is SYLVIA?

A Couple of Eye Catching Opportunities!

On April 23, 2014 at the Valencia Ballroom in York, PA Sylvia will present this year's BusinessWomanPA **Power Lunch** keynote address entitled *Calibrating Your Career: 7 Steps to Kicking It Up a Notch*. If you are a business woman who lives or works within driving distance of York, be sure to sign up for this inspirational and educational event. Register online at: BusinessWomanPA.com/powerlunch.

On April 9, 2014 Sylvia presented a keynote speech entitled *A Laser Look at Leadership: 3 Essential Laws for the New Millennium* to members of the PA Department of Health's Academy for Building Leadership Excellence (ABLE) group as well as DOH senior leadership and other managers. She was honored to participate in this first annual ABLE graduation ceremony held at the State Museum in Harrisburg.

[back to Ezine top](#)



Join Sylvia on these social networks!

About This Ezine

The purpose of this Ezine is to: 1) Provide readers with valuable FREE content which contributes to personal and professional growth as well as overall career development; and 2) Invite readers to take next steps toward working directly with Sylvia.

Back issues are [available here](#). Send an email by [clicking here](#) to manage your free subscription. Sharing content with attribution is encouraged as is forwarding the Ezine email. Include launchinglives.biz in your list of safe senders or friends, depending upon your email software, to be sure you receive the monthly emailed issues.

Launching Lives Ezine is dedicated to "building people ... building businesses." ©2010, 2011, 2012, 2013, 2014

[back to Ezine top](#)

About SYLVIA

Sylvia Hepler, Owner and President of Launching Lives, LLC, specializes in career development for both corporate and nonprofit executives and managers. Based in South Central PA, she specifically supports clients as they upgrade their current job performance, seek a promotion, or plan/navigate a career transition. What makes her services unique is that Sylvia helps people to cope with change, loss, and grief as they work on developing their careers. Her professional background includes: nonprofit executive management/leadership, nonprofit community health program start-up, program evaluation, public speaking, business and freelance writing, teaching, and retail sales.

A certified executive coach through The Rescue Institute in Golden, Colorado and Quantum Endeavors in Chicago, Illinois (plus a participant in extensive continuing education opportunities with several coaches of national notoriety), Sylvia offers individual and group coaching, assessments, teleseminars, workshops, keynote speeches, and retreats. She also has created tangible and downloadable products that augment her coaching and speaking services.

For more information and to connect with Sylvia try:

[Launching Lives Website](#)

[Click to contact Sylvia by Email](#)

Reach Sylvia by phone at **717-761-5457**

[back to Ezine top](#)

Launching Lives SERVICES

Launching Lives, LLC is a full service career development company for managers and executives located in South Central PA. Utilizing a holistic approach to service provision, Launching Lives focuses on supporting clients as they create the platinum level career they desire by upgrading their job performance, seeking a promotion, or planning/navigating a career transition

Often people don't really know HOW they might benefit from coaching. Quite simply, ask yourself these questions: "What can't I seem to resolve on my own? What is keeping me awake at night? What am I missing when I look at a certain situation? How can I get to the next professional level? How can I learn certain skills quickly? How can I narrow my professional gaps? How can I motivate my staff? How can I communicate more effectively so I serve myself and others better? How can I reduce my work-related frustration? How can I

develop a viable plan of action for myself and/or my organization? How can I obtain greater job satisfaction? Coaching may be the SOLUTION to any of these issues.

[*back to Ezine top*](#)

© Launching Lives Executive Coaching 2014. Forwarding and sharing content is permitted with attribution. Be certain that you receive each issue of this monthly ezine by-including LaunchingLives.biz in your list of safe senders.

[Click here to Unsubscribe](#)