

Career

BY RACHAEL RUSSELL

Make 2013 the year you achieve your work goals

New year resolutions are notorious for fading away as soon as the new year dawns. No matter how much you desire career change, before you know it you're back at work repeating the same routines, and all those good intentions become just that – intentions. It's a scenario Max Harré from www.findmyforte.co.nz has encountered time and again in his role as a career and management consultant, which is why he's devised a three-step plan to ensure all those resolutions happen.

"It is a powerful and very effective process," Harré explains. "It's about making the most of where you've been, and making sure the changes you want happen." We should all take time to sort out our career direction, he adds. "Most people spend more time and money on Christmas Day than on sorting out career issues. How long does Christmas Day last, compared with your career?" Whether you want to take the next step on your career path, wish to spend more time with family, or are looking for a complete overhaul, Harré says everyone should do an audit and set goals for 2013. Here are his three steps:

STEP 1: REVIEW

Think back over your work of the past year and answer these questions:

1. What were your five biggest achievements/highlights of 2012?
2. Of these, which was the most personally rewarding?
3. What hasn't gone so well? What has been the most frustrating or upsetting part of your working year?
4. In light of the answers above, what would you say are the most important lessons learnt? List three of them.
5. Reflect. When you think about all of the above, do you feel you are on the right track; doing what you really want to be doing? Are there some minor adjustments needed – such as learning to better manage your workload, or improve relationships at work? Or do you need a major adjustment in your career, business or study plans?

STEP 2: SET INTENTIONS

Now that you have reflected on where you are at and where you want to be headed, you must plan how to get there. Whatever the goal, it will need to be broken down into small, achievable steps.



GIVEAWAY

We have one two-hour career consultation package, valued at **\$345**, with www.findmyforte.co.nz to give away. This can be done in person, over the phone or via Skype. To enter, send your details to next@acpmedia.co.nz, with 'Career' in the subject line, and say why you would like a career consultation. Entries close January 31.



STEP 3: MAKE IT HAPPEN

The secret to making your plans come to life is to make yourself accountable to another person – a 'career buddy'. This person should be a trusted friend or family member, who you meet with at least weekly. Your career buddy's job is to:

- Ask what you have done in the past week on your career development project.
- Ask what you will do in the coming week. They must insist that you are specific; stating what exactly you will do and by what date.

Your career buddy does not need to give advice, judge, assess or commiserate with you on your performance or how hard the times are, Harré says. They are there simply to keep you accountable. Harré notes Kiwis are often reluctant to ask others to spare their time, and stresses that people are almost always flattered to be approached for help. And don't assume the other person is too busy – let them be the judge of that.

Harré says a career buddy makes the difference between carrying plans around in your head, and making them really happen. "This is a matter of personal integrity – being true to yourself and taking responsibility for making the changes you say you want." □