

# Ten Steps to a Successful Career Transition

#### 1. Go after it!

Identify personal career elements, reasons for change and desires; if you can't please yourself, no-one else will! Then develop a clear career statement – what you want and need.

## 2. Explore

Investigate opportunities – what is out there? Conduct a preliminary comparative evaluation of several fields to identify a few targets for in-depth research. You can find a wealth of information online.

## 3. Reality check

Audit your transferable skills; Review past successful roles, volunteer work, projects and jobs to identify preferred activities and skills.

What did you like and dislike while in those roles? What skills did you develop?

## 4. Put a plan in place

Set interim and long term goals; what would you like to achieve and by when? Then outline your strategy — this may include shadowing professionals in other fields/industries or engaging in professional development and training.

#### 5. Action

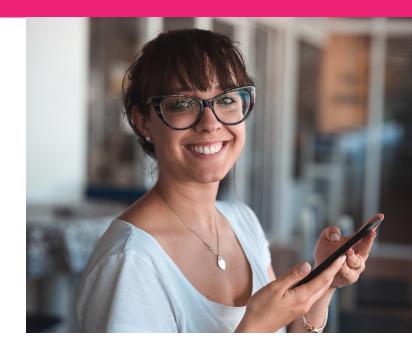
Take the necessary steps (enjoy the journey); try it out.
For example, if you are interested in working with animals, volunteer at your local shelter.

## 6. You may not need to look too far

Consider alternative roles within your current industry which would utilise the industry knowledge you already have.

#### 7. Network

Networking has been the method of the test of time for a successful career change. Network with current and former employees of your target sector.



### 8. Persevere

Deal with setbacks and barriers — they're all part of the process. It is important to take care of your physical, mental and social well-being to manage the challenging periods.

### 9. Maintain motivation

Be kind to yourself and reward yourself for each step forward

#### 10. Celebrate!

Reward yourself and celebrate when have made a successful career transition.

