

CAREER GROWTH

HOW TO ACCELERATE IT

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EVOLUTION

TAKING YOU FURTHER

CAREER DEVELOPMENT

ARE YOU READY TO TAKE THE LEAD?

Career development is the process of evolving in your professional field of work. As any other process, it encompasses various steps and takes some time to achieve desired results. Some organizations provide career paths to employees, but not all. Therefore, it is your responsibility to identify what you want to accomplish in your career.

In this guide, you will find the basic tools to take the reins and take your career to the next level. Everything in this guide is actionable. It only needs your deliberate intention and effort to put it into practice. Let's do it!



The best WAY to predict the future is to CREATE it.

Abraham Lincoln

The best way to accelerate your career is by taking action. You must develop a plan to get to your destination. This plan should focus not only on your future goals, but also on your immediate ones.

Here are 3 simple steps to build your plan and a template to begin it.

1



Define your Goals

Writing down your goals increases your focus and level of commitment. Write short-term and long-term goals. Do not overthink them. Be honest and write down what you really want at work.

Answer the question:
What do I want to achieve?

2



Assess your Skills

Evaluate your strengths and weaknesses. Consider the feedback others have given to you.

Ask yourself:
What are 1-2 things I need to learn / get better at / leverage to achieve my goal?

3



Remove Obstacles

Look for support and resources for faster results (networks, professional associations, a coach). Monitor your progress on a quarterly basis.

Answer the question:
What obstacles may hinder my progress?

DO SOMETHING
TODAY THAT
YOUR FUTURE
SELF WILL
THANK YOU FOR.

*Our actions and decisions today will shape
the way we will be living in the future.*



Let's do it!

Take some time now to see yourself into the future. What are your aspirations?

A short-term goal is one you would like to achieve in three years or less. A long-term goal is further in time. It is important that your short-term goals support your long-term ones. For example, if you identify that to become a manager you will need to improve your fluency in English, establish it as a short-term goal in order to be prepared for your long-term goal.

When assessing your skills, consider your long-term goals. Your skills may be effective now, but are they enough for your future career aspirations? This way you may identify weaknesses or obstacles that are not relevant for your current work but may become a barrier in the future. For example, it may not be necessary right now that you are a good presenter. However, for your long-term goals it may be critical. Then, consider improving your presentation skills as a 3-5 years goal to be ready for your next assignment.



TIME FOR ACTION

This sounds so simple...then, why are so many people frustrated with their career development?

It may sound easy or simple, but it requires focus and discipline. Many people wait for their employers or supervisors to develop them or provide the career experiences they would like to have. My invitation is for you to take action. Don't wait for others. Consider your aspirations and interests, continually assess your skills and areas of opportunities, and look for ways to remove obstacles and improve in the most important areas.

Excuses are in your mind. We are living in a time where neither age nor gender nor race limit our ability to succeed.

How do we start? The first step is to start putting your goals in writing. This is a way to commit and to declare your aspirations. Many times we try to deny what is most important to us and we become prisoners of routine and frustration.

You may need help to complete your skills assessment or to identify the resources to overcome your obstacles. The good news is that there are plenty of people willing to help you. There are multiple online resources. Also, if you start talking to people close to you about your aspirations, it is granted that they will point you in the right direction.

Remember, the most important thing to accelerate your career growth is for you to take action TODAY!

Visit our website (www.evolutionpr.com) frequently to continue learning about career development topics. We are here to support you in achieving success.