

Career IQ



Career IQ for The Inner You

Welcome back! May 2008 be a healthy and prosperous one for all. As you look ahead you are probably reviewing New Year resolutions and goals. Whatever those may be, you will need ample energy to get there. Our energy levels frequently vary. Whether we feel energized, depleted or somewhere in the middle. Human energy comes from four inner sources. Just like a well oiled machine, these sources are interdependent. To understand human energy author Dick Richards of **Artful Work** describes them in simple terms.

1. **Physical Energy.** This energy resides in tissue, muscle, organs and cells. It involves how and when we move our bodies when engaged in work or play.
2. **Mental Energy.** This energy occupies thoughts, ideas, evaluations, memories, and plans for the future. Its nourishment is words or numbers that stimulates and enlightens.
3. **Emotional Energy.** This energy inhabits feelings such as sorrow of loss, the job of achievement or the wonder of newness. Emotional energy flows like a broad river,

at one moment turbulent and muddy, at the next serene and clear. It often rushes beneath the surface of things, trying to break through whatever may be suppressing it.

4. **Spiritual Energy.** This energy arises from our beliefs about the unseen forces that shape our reality and about our relationship to those forces. It concerns the divine, spirit, soul, and the relationships among them. Spiritual energy gives meaning to our lives and bonds us together in community. It is the source of our impulse to create and is significant to our work.

These four sources of energy form an interdependent web of wholeness.

- A healthy physical body promotes good feelings, increases mental capacity, and creates spiritual peace.
- An emotional upset will generate physical manifestations, confuse our thinking, and cause our spirit to plunge.
- The quality of our intellect influences physical, emotional, and spiritual well-being.
- Spirit is nurtured or suffers as our feelings vacillate from hope to despair or our body supports or betrays us.

To generate and sustain human energy:

- ♦ **Get Regular Health Checkups:** Listen to your body. Take charge in your health management. Be informed. Follow-up with health professionals routinely.
- ♦ **Get Active** – Go outside for some sunlight. Research suggests people feel tired when deprived from sunlight. Start a walking routine (even a 10 minute walk supplies a feeling of energy). Find suitable fitness workouts: yoga, sports, walk a dog.
- ♦ **Eat Healthy** – Review your nutrition habits. Avoid fad diets; focus on a good eating plan. Team up with family members, friends or coworkers for support.
- ♦ **Get Rest** – Find ways to simply wind-down or pause. These moments can recharge you physically as well as mentally. Take a nap. Watch a good movie. Read a book. Get a restful sleep. Connect with a friend.
- ♦ **Stimulate the Mind** – Learn a new skill. Discover a hobby, play games and read. Be curious, problem solve, create and innovate. Challenge yourself.
- ♦ **Be Personally Effective** – Pay attention to your motivation. How well do you persevere in the face of frustrations? Do you control impulses and moods? Can you empathize? Remain hopeful. Develop your emotional intelligence. Socialize. Laugh. Use your sense of humour.
- ♦ **Discover Your Passion** – Review your values and beliefs. State what matters and is meaningful to you in your work and life. Volunteer. Mentor or coach someone. Take a risk. Try something new. Express yourself through creativity. Support a cause.

Year-End Check List

The New Year is a good time for career self-evaluation.

Hopefully, you took time during the holiday for some personal reflection and career self evaluation. If you didn't, at least there is still time before you start facing the challenges and opportunities the New Year will bring.

But what should you focus on during this time of career self reflection? Here are a few good suggestions to consider.

Work highlights – Think about the highlights of your job during the last year. What achievements are you proud of? What was your role? What did you learn from this? What are some challenges you felt were not dealt with as well as you would have liked? What did you learn?

Skills analysis – Every once in awhile it's a good idea to assess your work skills. Are they still current or are they becoming outdated? How long will it take before your skills are outdated? Can you do anything about it? Do you want to do anything about it?

Skills enhancement – Success in the future is dependent on continuous learning of new skills. What new skills did you learn? Did you learn advanced technical skills or engage in cross training for a different, but similar job? Have you thought of going back to school or simply taking some classes?

Personal attitude – A highly positive personal attitude goes a long way in the workplace and is essential for ongoing success. People with a "can-do" attitude willingly take on new challenges and want to learn and grow. Has your attitude been consistently positive?

Work relationships – Did you know that most job terminations are due to poor personal work relationships? It's critical that you develop allies in the workplace and maintain positive work relationships. Are there people to whom you should have shown more respect? Did you make a special effort to develop your working relationships or were you a bully?

Behavioural consistency – Colleagues like to see consistency in behaviour. People who really understand and know themselves well are typically those who are consistent in their thoughts and behaviours. Was your behaviour consistent? Was there consistency between what you said and what you did?

Self-esteem – Believing in yourself and having high self-esteem are absolutely critical to your ongoing career success. High self-esteem gives you the courage to try new challenges and take personal risks. Reflect on both times of high self-esteem as well as low self-esteem. What was happening in your work life? What did you do about it? How did you feel?

Flexibility and openness – People who approach life and work from a rigid, "this is how we've always done it" philosophy are keeping pace with today's workplace. What was the state of your flexibility and openness? Are you getting yourself into a career rut?

Personal happiness – Many people don't really know what makes them happy. But if you aren't certain what motivates you, what you love to do, what you are really good at, and where you are best suited to work, then your career will ultimately stall. Our needs change over our lives and so it is important to reflect on where you are each year.

Most people neglect personal awareness and career self-evaluation until they are facing a crisis. Building career resilience is key to building career security. So, if you did not take some time over the holidays to rediscover yourself, do it now!

Adapted from the Winnipeg Free Press

Self-Leadership Skills

1. Know Yourself.
 - Know your values – what is really important to you
 - Know your strengths/weaknesses
2. Find Your Vision and Passion.
 - See clearly what you want out of life – for yourself, your family, etc.
 - Whatever you do, do it with enthusiasm, joy, and energy
3. Take Risks.
 - Make decisions and take action.
 - Risk being vulnerable, forthright, emotional, human
4. Communicate Effectively.
 - Express your ideas and feelings; be willing to be seen and heard
 - Communicate so your audience will understand and relate to what you say
5. Check Your Progress and Results.
 - How do you feel about your life? This is a good sign of whether it is working or not
 - Make sure you have a goal or vision to focus your energy



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Newest Reading Resources Available

- *Test-Drive Your Dream Job : A Step-by-Step Guide to Finding and Creating the Work You Love* by Brian Kurth
- *You Should Hire Me!: Interview Secrets to get the Job You Love* by Ron Krannich Ph.D.
- *What Color Is Your Parachute? 2008: A Practical Manual for Job-Hunters and Career Changers* by Richard Nelson Bolles

To be released 2008

- *Managing Oneself* by Peter F. Drucker
- *Make More, Worry Less: Secrets from 18 extraordinary people who created a bigger income and a better life* by Wes Moss