

## How to Change Careers



There comes a point in a woman's life when she needs a fresh start.

Whether young or old, a new job can serve as a breath of fresh air for a progressive self-starter ready for a **career change**.

### Ask yourself: Why Now?

Your motivation to change careers will carry you throughout the journey from bad job to fab job. Write a list of the 5 reasons why you want a new career.

Here's a sample list I created for one of my career coaching clients who wanted to change careers.

- **More Income** - I want make more money. My current salary is \$50,000 and I would like to earn a minimum of \$75,000 per year.
- **Culture Clash** - Wrong work environment for my personal goals and personality. No room for advancement or skill development. Dead end position at current company.
- **Management Change** - I need a new boss. My current boss and I do not work well together. We have frequent personality clashes and poor communication.
- **Personal Reasons** - Desire a closer commute to work. Need more time to devote to my children and their activities.
- **Skill Development** – Would like to learn a new skill and get more training.

### Determine your salary expectations

Setting a salary goal is a key factor when considering a career change. Determine first whether you require additional training for a salary increase. Sometimes when you transfer to a new employment sector - from non-profit to profit or government to private - you'll obtain a large jump in salary.

If a salary increase is not feasible, negotiate a signing bonus or ask for additional perks; request more vacation days, a signing bonus, job title change or flexible work hours to offset your salary requirements.

## Create a one page transition plan

Finding a new job is similar to starting a new business. Use your motives list to write a one page transition plan for yourself. Answer the following questions:

- 1) What is your new job title? What are the specific functions?
- 2) How will the new position address your five motives: **Income, Culture Clash, Management Change, Personal Reasons and Skill Development**
- 3) How much money do you require per year?
- 4) What is your specific industry?
- 5) What type of manager would you like to work for?
- 6) What background experience, skills, and strengths do you personally bring to this new position?
- 7) What are your core competencies? Why are you unique?
- 8) What is your competition? How many people in your industry have similar skills and qualifications?
- 9) What is the current salary range for the position?
- 10) How many potential employers are you targeting?
- 11) What barriers to entry do you face in entering this market with your current skill set?
- 12) What factors will give you competitive advantages or disadvantages over other applicants?
- 13) How long will it take for you to make the job transition?
- 14) How much money, time and resources can you invest in this new career change?
- 15) Do I need a new resume, portfolio, blog or website to apply?
- 16) Who is your support team? Do you have mentors, family or contacts to aid your career change?
- 17) What is your job search strategy: online, newspaper, word of mouth or networking?

## Mobilize your support team

Transferring from one job to another is virtually impossible without emotional support. Positive encouragement from your parents, mentor, best friend, trusted colleague or spouse is critical. Having a trusted loved one in your corner will ease any doubts and prepare you for negative responses and any disappointment. The support team can also network on your behalf for new positions.

## Prepare for rejection

You might get the job of your dreams within a few weeks. Some career changes take longer than others. If you hear a lot of nos, don't be discouraged. You will make the transition. Read your plan every morning. Remind yourself of your five motives. Be relentless and ignore the negatives.

## Aim High

You took the steps to write your one page transition plan, prepare for a big salary, huge promotion, and executive position. **Worst career change scenario:** you ask for \$75,000 a year and only receive \$62,000 or \$66,000. Not your ideal salary, but it's a big leap from \$50,000. **Best career change scenario:** you ask for \$75,000 dollars a year, find a great manager, and have access to training and a short commute from home!

## Set a time limit. Your dream transition needs a deadline

Determine when you will reach your goal. Will you need 5 months, 5 weeks, 5 years? Put a deadline on your career change. Expect for your new job to materialize. Stay committed.

Finding your dream job requires time and passion to get positive results. Maximize your career change with these 7 tips. No matter what position you ultimately choose, it should always be a place where you can grow, meet your goals and remain happy.



[Mechele Pellebon](#)'s career advice gives working women the know-how to turn failure into success and the encouragement to not spend another second in a job they don't absolutely love. Follow [Mechele on Twitter](#) and join her network of friends on [Facebook](#)