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# Foreword

Choosing the right career is never an easy task, especially for those who are confused with what they really want in life. Due to some reasons, many end up on the wrong career path. Some think that their chosen career is what suits them until they wake up regretting what they have chosen. Because of this, a lot of individuals take the road of career change, which can be challenging for some.

Picking a career **isn't really hard, especially** if you have used the right tools. Through using these tools, having a career that you are always passionate about is never impossible. In this book, you will learn the tools that you can use for discovering your career. Whether you are just starting to make a decision or you have been wanting a change in your career, such tools will always keep you on the right track, which can let you achieve success in your chosen career.

# Chapter 1:

## *Career Basics*

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### *Synopsis*

Choosing a career path for many will drive them crazy. Some people will tell you to do what you love or follow your passion. However, sometimes, these pieces of advice don't **work**, particularly if you are confused with your passion or you are still on the path of discovering your real passion. Making a decision is hard. But, knowing the basics of a career can let you get started and help you land the career that makes you happy. So, what are the career basics you should know?



## **Career Defined**

A career actually includes all roles you undertake in your entire life – training, education, unpaid and paid work, volunteer work, family, leisure activities, and so on.

Traditionally, the term career was associated with paid employment as well as referred to as a single occupation. During these days, this term was seen as the continuous process of development and learning.

## **The Constantly Changing World of Careers**

Rapid changes in communication and information technologies, greater competition, and increasing globalization are all contributing to the dramatic change in the working life, which will cause an effect on your career.

The concept of a job for life is not a reality anymore. Young individuals are now likely to experience major career changes in their lives in various industry sectors. They will also experience forms of working with part-time, contract, and casual work options.

A lot of people are also searching for life or work balance in their lives. They like to maintain the finest balance between hours they spend at work that is paid and the devoted time to some roles in their lives like home or family life. Nowadays, people should be dynamic, adaptable, flexible, innovative, self-initiating, collaborative, resilient, and thrive in the workplaces or make work for themselves.

People must also be proactive career or life managers actively engaged in learning throughout their entire life. Learning continuously is now a

common norm and will be an essential part of the workplaces of the future. This is critical for individuals to manage their life, work, and learning if they are to navigate their way around the complex and dynamic economic landscape.

## **Career Choices**

Making the finest career choices involves various things including:

- Knowing yourself – What you want, what are the things important to **you, what you're good at**
- Finding out how to reach objectives
- Learning how to have informed decisions
- Understanding the world of work

Whether you are just leaving school, searching for opportunities limited in your position or like most people in this economy, facing unemployment, this may be the right time to consider your career path. Through learning how to research options, acquiring new skills, realizing your strengths, and mustering courage to make a change, discovering the career that is right for you is not impossible. Even though you are trapped in the position you **don't like or there are no realistic opportunities** available for career change, there are some ways to look for more joy as well as satisfaction in what you are doing.

## **Why Is Searching for Meaningful Work Important?**

Since most of your time is spent at work, travelling from and to work or just thinking about work, this inevitably plays a big role in your life. If you are

not satisfied and feel bored with what you do, this can take a serious toll on your mental and physical health. You may feel anxious, depressed, frustrated or unable to have fun at home even since you know that another workday lies ahead.

Having to focus for a long period of time on tasks you find repetitive, **mundane or unsatisfying may cause stress. What's more is that if you do** not find your work meaningful as well as rewarding, it is hard to generate the enthusiasm and effort required to advance in your career or job. If you are satisfied and happy, you are likely to be successful with your job since you are passionate about it. So, how can you gain meaning and satisfaction from your job? The answer is simple. What you need to do is:

- Change or choose careers to something that you are passionate about.
- **Seek purpose and joy in the job that you don't love.**

### **When Career Change Isn't a Realistic Option**

For the majority of individuals, career dreams are actually just dreams. The reality of paying bills, putting food on tables, and supporting kids for their education means that you need to spend forty hours each week doing working at a job that you do not enjoy. Or maybe you are considering some jobs **just to meet the standards of today's economy.** The idea of considering a career change may seem to be realistic but may be more like choosing to be a professional athlete or a cosmonaut or astronaut.

Having an unfulfilling or monotonous job may leave you just as vulnerable to burnout and stress and this can be just as dangerous to your mental



health as being unemployed. Below are some of the tips you may consider if **career change isn't realistic:**

➤ ***Try Searching for Value in What You Do***

Even in several mundane jobs, you may often focus on how or what you do helps some people. For instance, a particular group of individuals need you to provide them a specific service or product. Concentrate on the aspects of the work that you enjoy even if it is just chatting with some of your coworkers at lunch. Making a change on the way you think about your job can let you regain control and sense of purpose.

➤ ***Volunteer Outside of Work or At Work***

Each boss appreciates a worker who volunteers for the new project. Learning new skills and undertaking new tasks at work can help you prevent boredom and enhance your resume. If you decide to volunteer outside of your work, this can boost your self-confidence, get rid of stress, and even give you valuable work experience. There are also cases where this can lead the way for you to get new contacts.

➤ ***Seek Balance***

If your career is not what you like, look for satisfaction and meaning somewhere like after work interests. Even if it is hard, try to be grateful that you have a job that pays your bill and concentrate on the aspects of life that bring joy to your life. Having a fun weekend or taking a vacation can make a difference in your attitude.

# Chapter 2:

## *What Are Your Interests*

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### *Synopsis*

Finding the right career will require you to know your own interests. You are the only person who truly knows your interests. How can you identify them? Knowing your interest can be one of the tools you can use for choosing a career that you are passionate about.



## **How to Determine Your Interests?**

Having a clear idea regarding your own personal interests is one of the very first steps in making the best career decision.

Stop and try to ask yourself some questions including:

- What are the things that make you happy?
- What do you want to do during your free time?
- What academic subjects and hobbies do you enjoy?

Your answers to those questions will reveal tons of things about who you really are and can offer you insight to your exceptional personality.

### **What Are Interests?**

Interests are the activities you find fulfilling and enjoy. These are also the activities that you want to spend more time doing. There are also cases that interests are the things you plan to do in the next years of your life.

Interests may also be known as pastimes, hobbies, extracurricular activities or recreational pursuits. While you are discovering your interests, you will be searching for what you want to do and not what you can do. You do not have to be good at particular things for it to be one of your interests. You must also think about your dislikes because this may give you clues on what you like.

Things that you are interested in may be work-related, but sometimes, they may not. You may also have interests that suit both areas. So, it is important to examine all of the aspects of your life when you are looking for your interests. These aspects may include academic courses, school

involvement, social interactions, recreational activities, work, and even daydreams.



# Chapter 3:

## *Assessments Tests*

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### *Synopsis*

Plenty of individuals take assessment tests to explore their skills, career interests, and preferences. While no assessment can accurately describe who you really are or what career you should consider, they can actually help you narrow your research and discover some options that you might not have yet considered.



## **What Are Assessment Tests?**

Career tests are also referred to as career assessments. These are the tools made to help you choose your career or find a better career that can replace your current career.

The majority of career tests will ask you some questions and will offer you a list of careers that will match your answers.

Career assessment tests have been available for a long period of time. There are no assessment tests that will give you a single career that is best for you. It is not possible for the test to do that. But rather, great career tests will offer you a list of career choices. With these, you will be able to narrow down your options using the elimination process.

There are several kinds of career assessment tests and each works in a different manner. These include personality, interest, and aptitude tests.

### **Personality Career Tests**

Personality tests may help you choose the right career through showing you what kinds of work as well as careers that your brain is best wired for. These also involve your values. Knowing what your brain wants and prefers can help you choose the best career.

**Almost all personality tests are based on the Carl Jung's work. This** assessment will try to know how you prefer to use your brain, how you prefer to live your life.

### **Interest Based Assessment Tests**

Determining your interests and matching them to your preferred career is the key to experiencing **success in your career. It's much easier for you** to be

good at a kind of work if you're interested in it. You have to take note that you will not succeed if you hate what you are doing. Therefore, know your interests and consider matching them in various kinds of work, this can help you choose a career where you can be satisfied and successful.

### **Aptitude Tests**

This is the third kind of career assessment test. This determines how fast you can type and how many errors you will generate. There are also some aptitude tests that may determine how good you are at math, reasoning or foreign languages. But, these tests will not point you to the list of career choices.

Career assessment tests will let you discover which career is the best fit for you. Personality based and interest based career assessment tests are the most powerful and useful. The majority of coaches and career counselors use these types of career assessment tests to assist people with finding their ideal career.

# Chapter 4:

## *Classes to Explore Interests*

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### ***Synopsis***

*Your interests will help you to determine what type of profession you want. Some studies conclude that a person who has interest and passion in doing something has a higher chance to succeed than a person who does not have any interest in doing a certain thing.*

It is important that you know and you can identify things that can catch your interest so that you will also know or determine what type of profession that suits your skills, capabilities and interests. Determining your interest and assessing your overall capacity can relatively help you chase success in your life as well as your career.



## **Ways to Explore your Interest**

There are some people, who even at young ages, can already determine what they want to be because they find a certain thing interesting. It is the main reason why some people can easily focus on doing things that can make their aspirations in life and career into realities. However, the problem is that not all people can easily determine what things they are good at or which things they want to do. People classified as late bloomers do not need to worry because determining which things you might find interesting is still possible through different ways.

There are still many people who hate this point of their lives and still cannot identify things that they want to be. The majority of people do not have a clue about what career they want to have. It is indeed a tough problem that you need to face. However, it is not yet too late to identify careers that you might find interesting.

Exploring interests does not only apply to young people, adults can still gain from discovering what catches their attention. There are several methods that can help you explore your interests so that you will know what field of study you are good at. Knowing what field of study you are good at can relatively help you find the best profession that suits you. Tips on how to successfully determine or identify your interests are listed below:

1. ***You need to explore all options that you think you have.*** In order to explore your interests, it is essential that you first analyze your aptitudes and then your weaknesses and strengths. You also need to determine things or activities that you think are interesting to do. You also need to consider your personality in order to know which

field of profession you want to be in. Analyzing or assessing your capabilities, skills and other aspects can help you discover more things about yourself which can help you as well to explore your interests.

2. ***Think of a profession that you think suits your skills, personality and interests***. You need to consider your passions so that you will also know your interests. Finding a perfect occupation is not just all about earning money, you also need to consider if you will be happy while doing a certain profession. You need to know and understand that if you are passionate and interested about doing something or working on something you will be enthusiastic and successful.
3. ***You can also use the power of your internets and modernization to explore your interests***. The World Wide Web can help you a lot with discovering interesting things. Try searching online, as well, try watching a few programs and vides and read a couple books. By doing such things you can widen your learning capacity.
4. ***You can also explore your interests by means of job shadowing***. Watching someone working at a certain job may catch your interest. It may also lead you to know and understand how some professionals work. To see other people working can get you interested in doing the same thing.
5. ***You can attend short courses and classes***. There are several short courses and classes today that can help you with exploring your

interests. You just need to educate yourself so that you will know things that can catch your interest. Learn how to explore and widen your horizon because staying in your comfort zone will not help you achieve success.

6. ***You can inquire for possible internships or apprenticeships.*** Being an intern or apprentice can help you greatly in exploring your interests as well.

Acquiring success in life as well as your career is not an easy task. You need to work hard to achieve it. In order to achieve success in your life and career, you need to consider your interests because without doing this success will be nearly impossible.

# Chapter 5:

## *Use Networking*

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### ***Synopsis***

*Achieving success in your life and your career is not an easy thing. It will require you to exert much time and effort in order to have it. You also need to exert a sense of dedication, courage, hard work, aptitude, skills and interest in order to be successful in the type of field that you choose.*

Success in your life and career is not all about earning money. Well, earning money is part of being successful but in the long run or as you become mature, you will realize that money alone cannot make you happy. So, that is the main reason why you should consider your interests and passions as well as the pay when choosing what type of field you want to be part of.

Learning your level of compatibility with a certain type of profession is not an easy thing to do, there are several factors which you need to consider. One effective way to find a suitable job is through the use of networking. It is a type of job seeking strategy that can help you determine your compatibility with a certain type of profession. Through networking, you will realize the importance of talking to people around you. You need to exercise and try the power of networking. Talk with your colleagues, friends, acquaintances and relatives so that you can get relevant and valuable job resources and information about certain professions that you might find interesting.

## **What Is Networking?**

Networking is a type of job searching strategy. You have probably noticed that most job openings are not being advertised. That is one reason why you need to strengthen your capacity to know about all job openings that you might find interesting. Word of mouth is still an effective way for you to find job openings.

Networking works with the concept of word of mouth. Networking relatively still works in terms of searching for jobs or certain professions that you want to have. Although networking may sound intimidating, it is considered as one effective way to look for a job that suits your skills, interests and personality.

There are some people who find networking as an annoying thing. Some people are hesitant to use the power of networking because they are afraid to be called desperate, self-serving and annoying. You need to know that networking is all about building professional relationships. In order to succeed, you need to know the concept of networking.

## **How Networking Works?**

Getting to know people all around you is called networking. There are now many people who use networking in order to achieve success in life and their career. So, consciously or not, you probably have already experienced networking.

Networking applies whether you are just having a small talk with your friends and other people, or you introduce yourself to new people, catching up with your former classmates and even meeting a new friend. Networking also works when you meet someone who can help you with exploring a new

job. To adopt networking as part of your job searching strategy is indeed a smart choice that can increase your chances of achieving success in life and in your career.

### **How to Network**

- ***You need to be creative when making your network contacts.*** Make a list containing all your contacts. You can include your friends, co-workers, casual acquaintances, neighbors and family members as part of your list. You need to think about people who you know from different places. Your connections can relatively lead you to have stronger connections. You must not be afraid of asking a favor regarding your career situation. By means of connecting with other people, you may have the opportunity to acquire moral support, fellowship and encouragement. You also need to remember that reconnecting with your friends and other acquaintances is fun.
- ***You need to reach out to people on your networking list.*** You need to have clear career goals and targets. You must start with your references. You need to reconnect with your references and talk about your capacity and ask them to be your reference. Make sure that you can clearly describe your aspirations. Once they agree to be your reference, tell them to expect a phone call. Never forget to let them know important things that happen and never forget to give thanks to them.
- ***You need to improve your communication skills.*** Excellent communication skills can greatly help you while networking. Recognizing non-verbal messages, understanding emotions, attentive

listening and managing your stress are all very important while networking.

- ***You also need to focus on establishing relationships.*** You must be authentic, ask for advice on how you can get into a suitable profession or successful career. Bear in mind that you need to consider the terms of reconnecting with your friends and other members of your networking list. You also need to give specific requests and be articulate when it comes to stating your favor and other intentions.



# Chapter 6:

## *Using Internships*

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### ***Synopsis***

*You can also explore your interest and test your compatibility with a certain profession by means of undergoing an internship program. Internships are indeed a great opportunity to find a certain career or profession that best suits you.*

In order to ensure success in life and in your career you will be required to assess yourself. This is very important if you really want to find a certain job that makes you happy. Before you enter a certain job or profession; you need to assess yourself so that you will not end up regretting it in the end.



## **What Is An Internship Program?**

An internship program is a training program that can help prepare you before you enter the real world of becoming a professional. This can give experience to students, fresh graduates and people seeking for a job.

Experience is a very important factor that most employers look for in terms of hiring applicants to a certain position. Internships are a great way to try and experience a certain job without having a formal work contract. It also serves as a way to test yourself on how you can manage working. It can also give you the opportunity to experience the real life while working.

## **Things to Know about Internships**

- In order to find a suitable job, you need to have related working experience. You can gain experience from working as an intern. Your internship can be a training ground so that you will be an efficient employee.
- While undergoing internship programs, you can gain valuable contacts inside the company. You can include contacts that you will get inside the company as part of your network list.
- There are some companies that give compensation to their interns while there are also some companies that do not give compensation. Before you choose where to have your internship program, you must consider this factor. It is preferable that you read the intern contracts and agreement.
- Interns usually have flexible working schedules. Unpaid interns can use extra time to find part-time work.

## **The Benefits of Undergoing An Internship Program**

Internship programs are useful for many people. Students, fresh graduates, and people seeking for jobs must use this opportunity in order to gain essential work experience that they can use to have stable job in the future. Some advantages of undergoing an internship program are listed below:

1. You may have the opportunity to look for a future employer. For employers, internship programs can also be a great way to search for possible employees. For job applicants, internship programs can be a great opportunity to find possible employers.
2. Internship programs may also serve as a great way to test your skills, capacity and talent as an efficient employee.
3. It can increase your capacity to work. In general, internships can help you boost your productivity.

No doubt, internship programs are beneficial for job seekers. Internship programs can relatively help many people find suitable working environments and jobs. It is also a great testing ground that can provide essential working experience.

# Chapter 7:

## *Using Shadowing*

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### ***Synopsis***

*One effective way to acquire leadership development and career development is through the process of work shadowing or also known as job shadowing. It is a popular on-the-job training method. Undergoing shadowing is indeed a great opportunity to chase success in life and in your career.*

Shadowing is a famous on-the-job experience that can help you develop your leadership skills and career development. Undergoing job shadowing is indeed a great opportunity to boost your working capacity. It involves working with other employees. There are many organizations that use job shadowing.

## **Applications of Shadowing**

1. **Leadership Development**- There are many organizations and companies that use job shadowing as their tool in order to promote leadership development. Aspiring leaders and employees must not miss this opportunity to shadow their senior leaders or other people in the community that hold higher positions.
2. **It helps with developing someone's expertise**- Through undergoing job shadowing; people with higher positions in the company can be able to share their knowledge and expertise. Work shadowing serves as a way that a person can be able to gather knowledge. It also ensures sharing deep expertise.
3. **It serves as new job training**- Job shadowing can relatively help you understand your role in the organization. In general, it can boost **someone's understanding** of how important a certain position or role is in the company.
4. **It promotes career development**- It can help a person to have ideas about building a certain career.

Job shadowing can help many people acquire ideas and learn new things about performing a certain role in the company. Job shadowing can help people with receiving and sending feedback, cooperating with other people, exploring new opportunities and conducting networking.

# Chapter 8:

## *Consider Location and Demand*

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### ***Synopsis***

*Location and demand are two very important factors that you need to consider when it comes to choosing a profession or career. These can help you determine what type of career and profession that suits your skills and abilities.*

There are several professions or career paths to choose from. However, you need to understand that not all of these things or professions suit your abilities, interests or skills. This is the main reason why you should take some things into consideration so that you will also determine what type of profession you want to have. Location and demand are two important factors that you must consider when choosing a career.

## **Location**

Consider your location when choosing a profession. It can help you chase success easily because basically, you cannot be an agriculturist in an urban area. You need to consider your resources so that you can be well suited for your profession.

For example, if you are residing in a place rich in agricultural resources, then why not consider trying a profession related to the type of location you have. You can be an agriculturist, agricultural engineer and other professions that suit to the location of your in.

Choosing a profession in accordance to the type of location where you are staying is a smart choice that can increase your opportunity to achieve success. You just need to open your eyes and use all essential resources in your surroundings.

## **Demand**

Demand is another important factor that can help you to determine a suitable profession or career path. For example, if you think in your area there is a high demand for nursing services, then why not become a nurse?

Considering demand in your area can relatively help you to determine a profession that can also help you to become a productive worker. If you are a businessman or businesswoman, it is important that you consider demand of the people in your area. This concept also applies in choosing a career.

# Chapter 9:

## *Consider Online or Offline Options*

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### ***Synopsis***

*Online and offline options are important platforms that can also help you achieve success in life and your career. Achieving success will let you consider different options. The two most important factors that you must take for consideration are online and offline options.*

Online and offline options are two essential factors that you must not take for granted. Such options can help you in terms of choosing a suitable profession based on your wants, needs and interests.



## **Online Options**

**There's** no doubt that the online industry is a great way that you can achieve success in life and your career. The online world is continually making a good blast in different parts of the globe.

There are many people who use the internet to seek for a job that suits their skills, talents, and attitude. Advantages of using online options are listed below:

- It is easy to use because as long as you have an internet connection and computer, you can access everything you need. It is indeed a great platform that can help you find job openings and other opportunities.
- You can as well consider working as an online marketer. Online industries can offer lots of opportunities to make money online. This industry can offer lots of things that can help you earn money and chase business success.
- You can use it even if you will just stay in the comfort of your house.

## **Offline Options**

You can also achieve success through different offline options. It suits to people who want to look for job openings personally. Using offline options is a great opportunity to chase success that can empower you to fulfill all your aspirations in life and your career.