



Career Continuation Journal

An exercise to ensure that losing a job doesn't end a career



JULIE MORGENSTERN
ENTERPRISES

850 Seventh Avenue, Suite 901
New York, NY 10019

212-586-8084 www.juliemorgenstern.com

The Career Continuation Journal

These are uncertain times, and no matter how secure one feels in his or her job, the axe could fall at any time. And even if your job is never at stake, analyzing your skills and interests might help you find a more suitable career path altogether.

The pages that follow will help you analyze your skills, value and interests and provide a concise place for documenting your findings. Whether or not you use this work to help you ensure losing your job doesn't end your career – the work you do on the following pages will help the professional side of your life be as fulfilling and secure as possible.





Come from Positive Thinking

No matter your current work situation or level of security and contentment, start by analyzing the positive aspects of your abilities, experience and results. Brainstorm and take down key notes under each of the following thought starters:

- What are my unique skills and talents?
- What length and breadth of experience do I offer?
- What industry contacts do I carry with me to any job?
- What is my productivity? How much do I get done in a day?
- What is my attitude/work ethic? Do I go above and beyond?
- What results have made me especially proud?



Value Inventory

SKILLS AND TALENTS

- | | | | |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Technical Expertise | <input type="checkbox"/> People | <input type="checkbox"/> Creative | <input type="checkbox"/> Organizing |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Problem solving | <input type="checkbox"/> Strategic Thinking | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Communication | <input type="checkbox"/> Management | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Team-building | <input type="checkbox"/> Listening | <input type="checkbox"/> Analytic |

Other _____

WORK ETHIC

- | | | | |
|---------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Availability | <input type="checkbox"/> Stability | <input type="checkbox"/> Reliability | <input type="checkbox"/> Flexibility |
| ◆ Upbeat/optimistic | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Goes "above and beyond" | <input type="checkbox"/> Dedication |
| <input type="checkbox"/> Loyalty | <input type="checkbox"/> Discretion | <input type="checkbox"/> Honesty | <input type="checkbox"/> Belief in company mission |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Ambition | <input type="checkbox"/> Passion | <input type="checkbox"/> Commitment to completion |

Other _____

EXPERIENCE/CONTACTS

- | | |
|--|---|
| <input type="checkbox"/> Years in current position | <input type="checkbox"/> Years in different position within company |
| <input type="checkbox"/> Years at a different company | <input type="checkbox"/> Years as freelancer/business owner |
| <input type="checkbox"/> Loyal clients/customers | <input type="checkbox"/> Industry Contacts |
| <input type="checkbox"/> Education/Specializing training | <input type="checkbox"/> Reputation in industry |

Other: _____

RESULTS/PRODUCTIVITY

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Speed | <input type="checkbox"/> Accuracy | <input type="checkbox"/> Innovativeness |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Follow-up | <input type="checkbox"/> Attention to Detail |
| <input type="checkbox"/> Quality | <input type="checkbox"/> Able to take direction | <input type="checkbox"/> Recognitions/Awards |

Other: _____



Possibilities in your Current Industry

The lowest hanging fruit of preparing for a potential career change is to identify the key organizations or companies within your current industry that could be a potential employer. List as many as you can think of, but only write them down if you can see yourself being happy there, based on what you know now.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



What other Industries Need my Skills?

Your industry doesn't define your career, your skill set and experiences do. Perhaps you would be happier and more fulfilled if you leveraged your abilities in an entirely different arena. Brainstorm as many other industries that leverage the skills you identified in the Value Inventory on page 4.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Are you Ready to be an Entrepreneur?

Making the move to open a small business or other non-traditional venture is scary in a time of economic uncertainty, but if you have such aspirations, don't waste time jumping into another job that won't be fulfilling. If you have ever thought about having your own business or can think of ways you could start one – document it here.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Your Network is your Foundation

Once you have decided what it is you want to be doing, the network you have woven since you began your career is the basis for making it happen. List your 20 most important contacts here.

	Name	Affiliation	Phone	Email
1	_____	_____	() -	_____
2	_____	_____	() -	_____
3	_____	_____	() -	_____
4	_____	_____	() -	_____
5	_____	_____	() -	_____
6	_____	_____	() -	_____
7	_____	_____	() -	_____
8	_____	_____	() -	_____
9	_____	_____	() -	_____
10	_____	_____	() -	_____
11	_____	_____	() -	_____
12	_____	_____	() -	_____
13	_____	_____	() -	_____
14	_____	_____	() -	_____
15	_____	_____	() -	_____
16	_____	_____	() -	_____
17	_____	_____	() -	_____
18	_____	_____	() -	_____
19	_____	_____	() -	_____
20	_____	_____	() -	_____



Activate Your Network

Now that you've identified the twenty people most likely to have a role in your next move, should you chose or need to make one – you must be aggressive in sharing your goals and next steps with them. You cannot do it alone. Use the next four weeks to rekindle relationships and have face time with your contacts.

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Week 1						
Week 2						
Week 3						
Week 4						

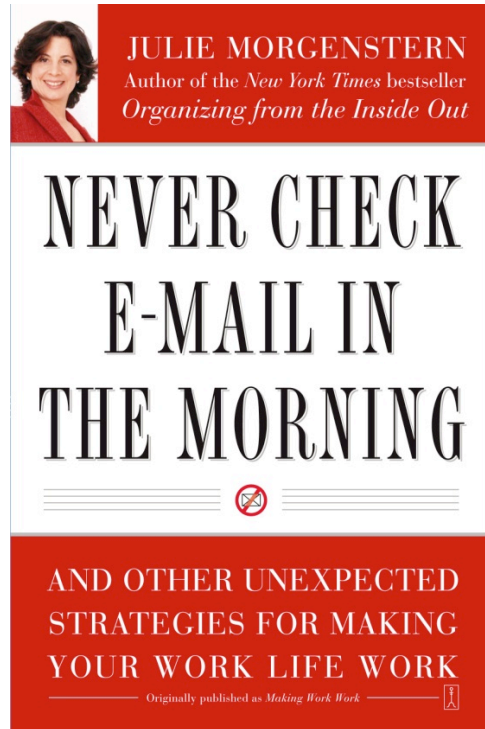


Top Five Possibilities

Having analyzed all your possibilities and worked with your contacts, next steps should be clear. Maybe you'll stay put, and enjoy the fact that if you find yourself needing to make a move, this work has been done, and will help you think rationally. Maybe you've realized you would be happier moving on. Use this page to outline your top five possibilities and the next step for realizing each.

	Possibility	Next Step
1		
2		
3		
4		
5		





The content of this workbook
has been adapted from
*Never Check E-mail in the
Morning (Fireside, 2005)*

*Never Check E-mail in the
Morning* and all books by Julie
Morgenstern are *available
wherever books are sold.*



JULIE MORGENSTERN
ENTERPRISES

© 2008 Julie Morgenstern Enterprises