

CAREERS

12 New Rules for Career Success

Change is the name of the game in the workplace. People need to ensure their future marketability by becoming career activists.

Successful career activists act more like guerrillas than regular-army soldiers. They are well-informed, flexible, and opportunistic. They don't play by the old rules.

Here are Moses' 12 new rules for career success:

1 Make Sure You're Marketable

Make sure you're marketable by expanding your skills and constantly learning about current and prospective clients.

2 Think Globally

Today's technology allows (and may require) you to work anywhere, anytime. It may be crucial to learn new languages.

3 Communicate Powerfully

People who craft clear, vivid messages can thrive in an age of advanced telecommunications.

4 Keep Educating Yourself

Lifelong learners are better able to meet constantly changing work and skill requirements.

5 Understand the Key Business Trends

Understand the key business trends that may affect you; assess information from a variety of sources to expand your perspective.

6 Prepare for Areas of Competence, Not Jobs

Future success may depend on your ability to play many different roles.

7 Think About the Future

Including demographic, economic, and culture trends that could help identify high-growth fields.

8 Build Financial Independence

So you can make career decisions based on what is really important to you.

9 Be Creative in Choosing New Assignments

Job-enriching sideways moves can reward you with opportunities to develop.

10 Be a Specialist and a Generalist

Uniqueness can get you noticed, but management and teamwork skills remain important.

11 Be a Ruthless Time Management Manager

By setting priorities, evaluating time commitments, and saying "no" to excessive work demands.

12 Be Kind to Yourself

Instead of obsessing over what went wrong, remind yourself of your successes.



CareerMakers

By RODERICK EDWARDS

CareerMakers is in its first year of serving High School students in the Self-Enhancement program (SEI). The program runs in the spring, every Monday evening from 6:00 to 9:30 p.m., for four weeks, at SEI's building at 3920 N. Kerby Ave.

The CareerMakers program helps students not only find a job, but also explore possible careers. These days, young people will often just look in the Want Ads and pick a job, then try to get an interview. Through the CareerMakers program, students learn to do much more; they begin by writing down their areas of interest in a Job Interest "Compass." They then write in the following headings for the career area they have chosen: **People** they

would like to work with, preferred **Location** of the place of employment, **Work Values** of the company, their own **Life Values**, what **Working Conditions** they prefer, **Money** involved, **Traits** the job must have, and the **Skills** needed to fill the position. In order for a person to gain employment that will be fulfilling to them every time they go to work, he or she must go a step above the competitors.

CareerMakers shows young people how to prepare so that they get that extra jump on the competition. First off, before the company even sees your application you should do a little research on your own. Try to set up an Informational Interview with the company you have interest in. When you go to the Informational Interview never take a resume with you, and don't ask

about openings and job opportunities. You are there to get information about the organization in general, and to give them a chance to get to know you. Here are seven rules of researching that can help you make the right career choice:

1. Identify two areas of interest.
2. Find people to talk to who are involved in the areas you choose.
3. Call and make a 20-minute appointment with them; that's the max.
4. Prepare Questions for the interview.
5. Do the interview.
6. Write a Thank You card.
7. Keep in Touch.

Following these steps will help you find not only a job, but also a career that will keep you going back every day of the week.

THE MOST IMPORTANT STEP IN ANY JOURNEY IS THE FIRST ONE.

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