



START SMART, STAY POSITIVE AND SUCCEED

100+

Career Transition Tips




synko associates

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Each of the Tips steps is a choice: To be accomplished May be omitted

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How to Use This Manual

How quickly should I complete the 100+ Tips?

When Shakespeare wrote a play or Michelangelo painted a ceiling, how quickly the job was completed was likely not the only factor considered. We find that the people we work with are just as concerned with getting it right, as they are with how quickly they complete their career transition. Ultimately, if it isn't done right this time, who among us wants to repeat the career-transition process in a few years? Therefore, proceeding through the 100+ Tips at a thoughtful, steady pace to "get the job done right this time" is our recommendation. No re-writes, no re-paints in a few years. We suggest completing two-to-three Tips per day. In the end, the amount of time you invest in working through the Tips, and the number of Tips you complete each day is an individual decision. Nonetheless, be aware that too fast a pace will cause you to lose the benefit of patient, thorough deliberation. Too leisurely a pace and your thoughts may become disconnected and you will see little progress.

Should I work through the 100+ Tips in sequence?

Yes, our recommendation is that you work through each of the 100+ Tips in a step-by-step sequence in order to develop career clarity, an integrated marketing plan, and an optimized sales presentation. However, should the need arise, each of the Tips stands alone, and you may proceed directly to the Tip that addresses your immediate issue or concern.

How do the Tips connect?

Throughout the manual, you will read suggestions that the material you generate from various Tips be recorded on flip chart paper and posted on the wall in your home office. Whenever possible, we highly recommend you do so. Although each Tip stands alone, it is the posting of this information that creates a mosaic of integrated ideas that evolves into a clear picture and an action plan.

Working within and Outside of the 100+ Tips Process

While we will follow a process through the 100+ Tips that is highly effective, at the same time, we will do our best to serve you and answer your immediate questions. If you need something DONE NOW, please call or let us know at the beginning of each coaching session.

The Nature of Candid Feedback

He has the right to criticize who has the heart to help.
-- Abraham Lincoln.

If we challenge your thoughts, our purpose is not to convince you that we are correct. Rather, we challenge clients for two primary reasons: 1) to ask you to consider possibilities beyond your current thoughts, or 2) to provide you the opportunity to further consider, develop and clarify your thoughts at a deeper level.

We believe two of our former clients said it best:

If I am on a path without challenges, it probably doesn't lead anywhere.
You are not being paid to be reserved around me and to avoid the difficult.

Beginning Each Coaching Session

You are invited to begin each coaching session by addressing any of the following points:

- Since our last meeting, I have accomplished...
- This is what I did not accomplish...
- Obstacles or challenges I am now facing include...
- New opportunities in front of me are...
- My current questions are...
- Today I want to accomplish...
- A way my coach can support me is...

100+ Tips Keys to Success

- Start Smart – Begin this process today and work it daily
- Stay Positive – Manage your time and your thoughts
- Succeed – Complete each of the **Action Items** in Tips 1 - 120



