

## 9 Step Process for Planning Your Career

At People Rich we propose progressing your career aspirations via a nine step process:

1. **Write down your skills, knowledge, strengths and weakness.** List all your employment experience, the skills you have gained, your strengths and your weaknesses. Your journal may help you identify what areas of expertise you already have and can build upon. All your past experiences will have provided you with skills and knowledge. This step becomes a snap-shot of where you are.

2. **Write down and reflect on the things that interest you and that you are passionate about.** People Rich suggest reflecting back on your journal to see hidden signs and other indications of what your passions are if they are unclear to you at the time. Then explore all the options of employment in your passion through thorough research. A real example was a person who wanted to work with dogs. On investigating, we were all amazed at the number of dog-related professions, such as working in a veterinarian clinic; dog-washing; dog care and grooming; dog pounds; dog shelters; dog psychologists; pet shop operator; security, defence and police dog squads; dog trainers; and showing dogs.

3. **Write down the attributes of your ideal position,** including salary, title, how many days you want to work, the hours you want to work, whether you prefer day or night shifts, and whether you want to work weekdays or weekends. This helps you set up a checklist against which you can test professions and opportunities.

4. **Write down whether you want to be an employee, an investor or a business owner (or combination).** At People Rich this is where we examine the attributes and mind set of operating in the different cash flow quadrants as defined by Robert Kiyosaki, author of Rich Dad Poor Dad. Your success in moving between quadrants will be significantly attributed to your mind-set readiness.

5. **Compare from the previous steps the gaps between where you are and where you want to be.** This will identify what current skills, strengths and attributes you have that you can build upon, and what are the new skills, strengths and attributes you need to succeed in getting into, and succeeding in a new profession. This will also lead to knowing what qualifications, licenses, people contacts and experience you need to position yourself for your ultimate work.

6. **Build personal and professional contacts through people networking.** Network with people that are in the roles or organisations that you aspire to be in, particularly with professional associations that relate to the areas of interests you identify. People networks are the key to linking to opportunities. Be professional at all times when attending events.

7. **Gain education, training and qualifications that relate to your chosen profession.** By simply having enrolled in a course of study, you are demonstrating a genuine interest in the topic and a desire toward a profession. This is particularly important when applying for a position, as it becomes evidence of your interest.

Also consider what professional associations you can join when graduating, the stature of the education institute you are attending, the diversity of interpretations of the name of the qualification, what positions the qualifications make you eligible for, and how the qualifications link to other qualifications.

**8. Join professional associations.** Joining professional associations where likely employers, colleagues and mentors may be members and you can build a personal relationship with them. People like to do business with people they know and trust, and this is your opportunity to get to be known to them. Attending these also demonstrates your interest in the discipline, and often requires some prerequisites that will help in gaining the competencies of that profession.

**9. Get out and get experience.** Work experience (unpaid), including part-time work, helps to build your reputation in the industry as a person of integrity, performance and ability. At the end of the day, qualifications open doors for you and provide base knowledge and skills; however it does come down to your abilities on the job. Experience definitely counts, and your attitude is just as important.

People Rich provides personal coaching to assist you in identifying and progressing your career path. Please send us an [email](#) if you would like more information.

Please send us an email at [info@peoplerich.com](mailto:info@peoplerich.com) if you would like more information.

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