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Top Ten Career Change Articles



Cherry Douglas

Your Career Change Guide

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Introduction

Dear Career Changer

Thank you for downloading my **Top Ten Career Change Articles**.

These are some of my most popular articles on the web. Indeed, at the time of writing, the first one has been read over 9000 times! It obviously touches on a real need amongst many career changers around the world.

The information contained in them is drawn for nearly 25 years of working with people making career choices and changes and I am confident that the ideas will be useful to anyone wanting to change career but who is perhaps feeling a bit unsure how to get started on what can be a big life transition.

If you find what you read in the articles helpful, do return to the **[How To Change Careers](#)** website for more detailed information and support. Career change does not happen overnight and so you may wish to dip into the site at regular intervals to make sure that your plans keep moving.

If you are hovering on the sidelines, not sure how to get going with your career change, take a look at either the **[Where To Begin](#)** page or **[How To Use This Site](#)**.

If you have done some work on your new career ideas, but have got a bit stuck, take a look at the **[Keeping Motivated](#)** pages.

If there is some additional support you would like that you cannot find here or on my website, **[do let me know](#)** and I will do my best to fill the gap.

With very best wishes

Cherry

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Article 1

7 Ways To Find Out What You Really Want To Do

You know, it is the lack of career change ideas that seems to keep many would-be career changers stuck. One of the things that clients often say to me is:

"I know I want to change careers, to do something different, but I just don't know what I want to do instead."

The problem is they are stuck in a pattern of boxed-in thinking that prevents them from seeing the wealth of possibilities that are out there.

Would you like some tips to help you get out of that place and to help you to generate a range of new career ideas to explore? Then read on.

Tip 1 - Forget Job Titles

Job titles really inhibit your thinking. If I asked you to list all the jobs you could think of, you might come up with a couple of hundred before you ran dry. In reality there are thousands of jobs out there that you would never identify under your own steam, so forget the job title and focus instead on the key themes that are important for you in a job. What do you want your dream job to involve?

Tip 2 - List what you *don't* want to do

This is often quite easy to do if you are in a job you hate and it is a very useful exercise. It helps you focus on the aspects of a job that really drive you nuts and then also pick out those that are annoying in your current job but actually you'd be prepared to put up with to some degree in a different situation. When you identify something as a no-no, ask if it would always be no under all circumstances. This will help you to avoid rejecting jobs in a knee-jerk way because they share similarities with your

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current role.

Tip 3 - List what you think you *should* want to do

What do you think your career *should* look like? What pressure are you putting on yourself to conform to certain expectations (eg I must be earning a certain salary, I should be in a professional role, it must be something that other people will respect and admire me for). Just check with yourself whose rules you are following here. Who exactly says that your career must look like this? Is this really what you want or what other people say you should aspire to?

Tip 4 - List what you would do if anything were possible

Yes, you are allowed to take the brakes off here and create a big dream. Forget the constraints you put on yourself, wherever they come from. If your fairy godmother arrived to take you to the ball, what job or career would you ask her to line up for you as part of the deal?

Tip 5 – List what you would do if you gave yourself permission to say that you want it

So often, we limit the possibilities in our lives because we just don't allow ourselves to want something. Maybe you want to earn lots of money – but that seems too greedy. Maybe you want to have an easy, quiet job – but that seems too lazy. Maybe you want to set up your own business – but you can't because you have to think about so many other people in your life first. What do you need to give yourself permission to want to do?

Tip 6 – Reinvent yourself

If you could rewind the tape on your life and re-run it, what would you do? If you could dump all the stuff, the rules, the history that you have gathered on your journey through life to this point and travel light without the baggage, where would your journey take you? What would the new you look like and what work would this new person be doing? What does this tell you about what would really inspire you?

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Tip 7 – Think big and think small

Your new career does not have to be something world changing and grand. If you want to change the world, great! Go ahead and build your new career around this big vision. But if you feel drawn to operating on a more local scale, that's fine too. Small changes can be just as transforming for your career and your life as big ones, so don't be fooled into thinking that bigger is necessarily better. Career change success is about finding what feels right for you.

So take some time to think about your career change with these 7 tips in mind – and by time I mean days, weeks, maybe even months if necessary. Changing career is a big step, so allow yourself the time and space to really think it through.

And while these tips are beginning to free up your thinking about new career possibilities, I invite you to take a look around the [How To Change Careers](#) website where you will find a host of ideas to get your career change moving, and you can also download my free ebook [11¾ Ways To Kick Start Your Career Change](#)

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Article 2

5 Career Themes to Get You Thinking

Are you racking your brains for some new career ideas?

Many of my career change clients seem to get really stuck when it comes to generating new career ideas for themselves. They are often find it hard to let go of the idea that any new career has got to somehow connect up with what they have done before.

Well, that can be one place to start and there is no doubt that some career changes do build on previous work experience.

But it doesn't have to be so.

I like to encourage clients to really think laterally when exploring new career options. And one way of doing this is to try thinking about general themes that underline what they really want to do.

What career themes inspire you? What underlying issues are important to you in the work you do?

Themes are important guides to what might be right for you and can be great starting points for more detailed thinking about career change. Here are the top five themes that come up regularly from would-be career changers together with a few of the questions you need to ask yourself to unpack what these themes really mean for you.

I want to work with people

What kind of people? Adults, children, teenagers, people who are ill, those who need advice? And how will you be working with them? Educating or training them? Selling to them? Curing them of physical or

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mental illness? Managing and directing them?

I want to do something creative

What does creative mean to you? What will you be creating? A novel? Paintings or sculptures? Will you be designing clothes, jewellery, stage sets? Or will your creativity be inventive involving you in coming up with new ways to solve technical or business problems?

I want to travel

Where do you want to travel to? Do you just mean getting out of the office, or do you want to travel locally, nationally or internationally? How frequently do you want to be away from home? Do you actually want to live and work abroad?

I want to earn lots of money

How much is lots of money? What will money give you? What difference will that make for you? How long and hard are you prepared to work to achieve this goal? Have you got a particular skill or talent that you can develop and sell?

I want to make a difference

In what way do you want to make a difference? What influence do you want to have and on whom? Do you want to help individuals or change political systems to help many? Do you want to discover or invent something that will change lives?

Do any of these themes and questions ring true for you? Take some time to reflect on what your top career themes are. They can be a great starting point for many new career ideas.

Want to read a bit more about career themes and discover some specific new career ideas that link with these themes? Then click over to the [How To Change Careers](#) website. You'll find lots of ideas and

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inspiration there to get you thinking laterally about your career change. And while your there, why not download my free ebook [11³/₄ Ways To Kick Start Your Career Change](#)

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Article 3

How to Find the Perfect Job Match

Are you wondering if there is a perfect job out there for you? Not sure how to find the career that will really be spot on for you? Try this simple 'perfect career quiz' to assess what would tick all the boxes for you.

The secret of the perfect career lies that in fact you already know what it is! It is not a matter of scanning the horizons and hoping you will spot something that looks right. There are lots of jobs out there you could consider, but unless you start with you, how can you assess them?

You need to start by looking within yourself. You already know what you like and dislike, what would please or frustrate you on the job, what would inspire and enthuse you. All you need to do is to sit down and tease out the detail and then you have a template you can use to measure possible new career ideas.

So try this 'perfect career quiz' by asking yourself the following questions:

Where would you be based?

Home? Office? Outdoors? In a city or in the country? Same place each day or travelling round?

Who would you be working with?

What kind of people would your colleagues be? And what kind of clients (if any)? Would you be working mainly on your own or as part of a team?

What kind of hours would you be working?

Standard 9-5? Flexible with early starts and late finishes? Shift hours? Weekends with time off in the week? Freedom to work when you feel

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energised?

What kind of work would you be doing?

Analytical, brain work? Something creative? Practical hands-on stuff? Physically active? Dealing with lots of people? Teaching/training? Making systems work or events happen? Lots of variety in your day or a clear routine?

Who would you be working for?

Big city corporation? Non-profit/voluntary sector? Public sector? Health or education? Or would you prefer to be your own boss?

Rewards and promotion prospects?

How much do you need to earn and how much do you want to earn? What other rewards and incentives would be meaningful to you? What about promotion prospects – how important are they for you?

Take your time over these questions. They are really getting to the heart of what is important for you in your work. If you find yourself in a job or career where there is a stark contrast between what you are doing and what you have answered above, you will find the work wearing and frustrating.

So take the time to build up a picture of your ideal job. Don't worry if you think it is a fantasy exercise. How can you find the perfect job if you have not defined what 'perfect' is for you? Once you have answered the quiz questions you will have a way of measuring the career change options you are considering. You may not get the perfect match first time, but at least answering the perfect career quiz will let you know that you are moving towards your goal.

And something else that can help you move towards your career change goal is my free ebook [**11¾ Ways To Kick Start Your Career Change**](#). You will also find many other tips and strategies to help you

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identify what you really want on the [How To Change Careers](http://www.how-to-change-careers.com) website.

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Article 4

Three Great Ways To Do A Personal Skills Audit Before Changing Careers

So you are thinking of changing careers? You have read the books and articles on career change and they all suggest that you start with a personal skills audit. That's a great idea. Of course you need to know what abilities and skills you have before you can work out what other jobs might suit you and certainly before you start applying for any.

Yes, but *how do you actually do a personal skills audit?* That is the bit that is so often left out. So you sit down with a sheet of paper in front of you and start to make a list....

Fifteen minutes later, you have maybe got five skills down and you are already beginning to feel defeated. Is this really all you have to offer? Maybe its time you took the dog for a walk or read the paper or you might just be in time to catch the latest episode of. Your favourite soap on TV.

Does that sound familiar? If so, read on to find out some great tips to help you really get to grips with producing a list of your personal skills.

There are three simple approaches – Assess, Ask and Observe.

Assess

This means taking stock of the activities have been involved in at work (past and present), at home and in your leisure time. Rather than just trying to list the skills you have developed, start by listing what you actually do in these three areas of your life. Make it as long and detailed a list as you can. Write down what you do and what you have done. Start with the big tasks – arranging meetings, organising holidays or

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producing a newsletter for your social club and then go right down to making coffee, collecting your kids from school and talking to your friends about the latest film you have seen. You will come up with a very long list, I promise you!

Then your task is to **assess** what skills you had to use in each of these activities. This is a lot easier now you have activities to review. Say you produced a newsletter, at work or for your social club. This probably involves time management, writing and editing, negotiating, meeting deadlines, persuading, attention to detail and much more.

If you do this assessment with all your activities, you will have a very long list of transferable skills.

Ask

This is so obvious that it is amazing that people don't do it. Just ask other people what they think your skills are! Start with people at work, including your boss and your colleagues. Simply say 'If you had to list my top 5 skills, what would they be?' You will be amazed at the affirmation of your abilities and skills that comes from this simple question.

Do the same thing with friends and family. This might feel safer, so ask this group first, if you prefer. You might like to return the compliment too. Let your friends know that you really value and appreciate in them.

It is such a shame that we so rarely give each other this kind of positive feedback. While it is really helpful when you are thinking about your transferable skills for career change, why not just do it anyway from time to time? You get to feel good about yourself and help make others feel good too!

Observe

The third method of assessing your abilities and skills is to get into the habit of observing yourself as you go about your day to day activities. Again, it is important that you watch yourself at home and at leisure as well as at

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work.

So when you come out of a meeting, hand in a project report or finish serving a customer, just stop and take note of how you used particular skills to make that happen. You can jot these down right away, or maybe you could get into the habit of spending a few minutes before you go home just making a note of what skills you have put into practice today. This can be a great way of building up evidence for the skills you have developed which will be useful when you get to the interview stage for your new career.

So there you have it. Three ways to get you past the skills block that so many career changers struggle with. Once you have tried these three approaches, you will feel a lot more confident about the wide range of skills that you have to offer future employers.

And if you are still feeling at a loss for skills ideas, then go and take a look at the list of personal skills on the [How To Change Careers](#) website. You can also download my free ebook [11¾ Ways To Kick Start Your Career Change](#) which will give you more ideas and encouragement to get your career change on the move.

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Article 5

7 Ways To Rethink Your Career Options

Are you desperate to change careers and looking around for new career ideas?

Here is a great tip to help you free up your thinking. It is all about taking a sideways step and looking at your career change from a new angle.

So stop desperately trying to think of the job titles of some new career ideas that might inspire you and switch to considering new ways of working.

New ways of working

Especially with the current economic climate, employers and employees are looking for more flexible ways of working. The challenge for you is to break out of that mindset that says you have to be in a full-time job that broadly operates Monday – Friday from 9.00am – 5.00pm (or longer in many cases).

Why does this have to be so? Who says that this is the way work has to be constructed? Are you just assuming that this is the only way?

So what are the alternatives?

1. Employed – but part time. This does not necessarily mean dropping your hours. You could be in 2 or more part time jobs that add up to the equivalent of full time work. And they do not need to be all the same kind of job.

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- 2. Freelance / consultancy.** You could explore the possibility of offering your services on a fee basis to a range of different employers. The work will be on a contract basis, but as you build up your reputation, you will find that contracts are often renewed and recommendations for your services are passed on.
- 3. Self employed.** Yes, you could set up your own business. Don't be put off by the thought that you have to have a plan to build a massive business empire. Many successful businesses start on a very small scale and just build gradually. Why not explore creating a small business alongside some of your employed work.
- 4. Sabbatical.** If you are well established with your company, you may want to discuss the possibility of taking a sabbatical – a period of weeks or months away from your job on full/half/no pay. This frees you up to explore some new ideas or take a course of further study but gives you the security of being able to return to your job refreshed and renewed. Think they wouldn't consider it? You'll never know if you don't ask!
- 5. Voluntary work.** This is a great way of testing the water with new career ideas. As it is voluntary, you can commit as much or as little time as you feel able. It could be simply a matter of shadowing someone in a field that interests you for a single day. Or it could be an evening a week for a longer period. You could even take a few days annual leave to go and test drive a new career idea somewhere else.
- 6. Study.** I know this is not often seen as work – but maybe we should acknowledge its place in the grand scheme of our working lives. Further study can be a stepping stone to a new career, whether it is a short evening class or a three year degree course. How could taking a class open up new career options for you?
- 7. A combination of these.** This is the really exciting bit. You can combine many of the above ideas in lots of interesting and creative ways. You could be self employed, part time employed and freelance, while doing

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an evening class and a bit of voluntary work. And do you know what? You will probably find that this makes for a much more interesting working life than being stuck in one job day in day out.

So I challenge you to free up your thinking and consider how structuring your working life differently could give you the breakthrough you need with your career change. Your first step is just to start investigating the possibilities, so no excuses!

And if you find these tips challenge your thinking about how your career *should* look, take a look at the [How To Change Careers](#) website for some more information about your underlying career beliefs, and you can also download my free ebook [11¾ Ways To Kick Start Your Career Change](#).

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Article 6

8 Tips to Help You Find The Right Career

Looking for new career ideas? Are you feeling frustrated in your job, but just don't know what else to do? Have you got a good idea of the kind of work you *don't* want but not a clue about what you do want?

Read on to find out about 8 ways you can explore new career ideas and come up with the elusive answer to your career change challenge.

One of the main reasons people struggle with career change is that they fail to think outside the box. Their ideas are really just more of the same. Here are some ways to help you to begin to think laterally. Start by looking inwards and then focus outwards too.

1. Skills. Don't just look at the skills you have gained at work, but consider what you do in your spare time too. What talents have you been able to grow through your interests and community work? How could you use these in a job?

2. Interests. Given that many people fall into jobs in an unplanned way, take time now to think about what you really enjoy doing. Go right back to when you were a kid. What really gave you a buzz? What jobs would allow you to feel that same excitement?

3. Achievements. What have you done that you are proud of? Again, not just at work. Maybe the part you played in putting on a local drama club production gave you a real sense of satisfaction. What does that suggest about the kind of work that would be satisfying for you?

4. Personality. Just what makes you tick? Do you know what kind of person you are? Being in a job that fits your personal style is like wearing

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well fitting shoes. What kind of work would allow you to feel truly at home?

5. **People watch.** Take a look at the people around you, both friends and casual encounters. What jobs are they doing? Look at parts of their job, not the whole thing. What aspects of their work appeal to you and what do you think you would dislike? What does that tell you about the work that would be right for you?

6. Work shadow. If you have a few ideas that sound interesting, then see if you can fix up to volunteer somewhere where you can get an inside view. Or shadow someone for a day, for an hour or even just meet up with them for coffee and a chat and then pick their brains and dig below the surface of the job to find out more about what is involved. Check whether it would be worth investigating further.

7. Be a career researcher. Just watch the world with job seeker eyes. There are 100s of jobs out there that never appear in any careers encyclopaedia. Be alert to the jobs referred to directly or indirectly when you are reading the paper, watching TV or listening to the radio. See if you can identify a dozen new career ideas every week that you never realised existed before. One of these could be just what you are looking for.

8. Turn off your inner censor. Just for a while switch off the 'yes, but' voice in your head. Allow yourself to explore ideas uncritically. Open your mind to the enormous pool of possibilities out there and look for something that really captures your enthusiasm. Just what would you do if anything was possible? Once you feel inspired, the 'yes, but' responses are much easier to challenge.

So what are you waiting for? Start exploring today!

And if you still need more help with assessing who you are and how that will influence your career choice, then take a look at the [Who Am I pages](#)

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of the How To Change Careers website. You can also download my free ebook [11³/₄ Ways To Kick Start Your Career Change](#).

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Article 7

Match Your Career To Your Personality – Here's How!

Are you wondering how to match your career and your personality? Does your job feel like a badly fitting coat that you really have to stop wearing? Are you thinking of a career change and trying to find something that will suit your personal style?

Good idea! Personality matching is an aspect of career choice and career change that is often overlooked and yet a poor match between career and personality is often the source of much frustration on the job.

Here's what you should do.

Take a personality test

First of all you need to have some useful measure of your personality. There are many free personality quizzes out there, some better than others. As a career coach, my long term favourite is MBTI or the Myers Briggs Type Indicator. The thing I like about this personality quiz is that it helps you to understand how you prefer to behave, but does not pigeon-hole you rigidly into a specific personality type. Indeed, there is a suggestion that your personality will mature as you grow and so what may seem like 'you' at 20 will probably look rather different by the time you are 50!

Take a pinch of salt!

No personality test is perfect. No test is really able to capture exactly who you are, so always take the results with a pinch of salt. Do not let yourself be 'labelled' or adopt a fixed and rigid view of who you are. Be ready to disagree with the results - they can be wrong! A lot depends on how you were feeling when you answered the questions and you could get a different result if you tried the test again in a few weeks time.

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But this doesn't mean these tests are a waste of time though. A personality type test gets you thinking in detail about how you tend to habitually respond in a range of situations and puts this information together in a format that helps make your personal style clear to you. You may not agree entirely with what they say, but you will have done some useful thinking about yourself in the process.

Take a look at your job

Now take a look at the work you are currently doing in relation to the personality traits identified in the test you have taken. The key question is – does your job allow you to use your preferred ways of working or is it forcing you into an artificial 'work persona'?

The most obvious example to use here is Extroversion and Introversion. These are personality characteristics that appear in most personality tests. How does this relate to your career? Well clearly if you are a quiet and private person who likes to take time over your work and needs space to reflect before responding to questions and problems, you will find it a challenge if you are in a job where you are constantly interacting with colleagues or clients or where all decisions have to be made collaboratively and quickly.

Conversely, if you are an outgoing people person, you will want to find work where you can get that interaction with others, because that is what gives you a buzz. You will probably prefer to do your problem solving by talking things through with people and would find it hard to work for long periods on your own. So a job that demands quiet concentration would be likely to drive you up the wall pretty quickly!

OK, this is a pretty obvious example, but it makes the point that the personality traits you can identify in yourself can be a very useful measure to help you assess whether a new career idea you are considering could be a good match.

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Take action

Once you have identified the key aspects of your personality and especially if you have spotted a mismatch with your current career, you need to do something about it.

Assess how big the gap is between you and your job. In some cases you may feel you can stay put because the difficulties are not too severe. The next option, if you are finding your job quite a challenge, is to explore how you might be able to change some of your current duties and responsibilities within your existing role. If you are really at your wits' end with your current role, then use your personality test as a starting point to help you find out what career ideas would be a better match for you.

Don't just sit there in a job you hate – life really is too short.

In the meantime, if you would like to read more about your personality and your career, then I invite you to go to the [How To Change Careers](#) website where you can **take the free personality quiz** to give you an idea of your personality preferences and read more about what your personality type means for you and your career. And if you would like more detailed information about personality and career, then take a look at [Know Your Personality, Know Your Career](#).

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Article 8

Are You Ready To Become An Inspired Entrepreneur?

Are you thinking of changing career? What exactly are you looking for? Do you simply want to try something a bit different? Are you bored with your current job and need a change, but basically you want to stay with the security of being employed?

Or are there much bigger issues going round in your mind that are making your job seem stale? Are you thinking that there has to be something more than this?

Take a look at the questions below and see if they ring true for you.

Do you have the sense that there is a bigger purpose that you should be fulfilling through your work?

It is not uncommon when clients come to me to explore career change that they are being motivated by something that is coming from quite deep inside. Something that tells them they are capable of much more, that there is something that they were put on this world to do – but they can't quite put a finger on it. Do you have a bigger purpose trying to get out?

Do you have a dream, a vision of something that you would love to do, but you have always ignored it because you thought it was unrealistic?

Dreams like this have a habit of coming back to haunt you. They often express something that is fundamentally important to you, so you ignore them at your peril. What exactly do you mean by unrealistic? Who told you your dream is unrealistic? Are you sure that you want to go through all your life without at least giving it a try?

Do you have a particular career you would love to do, but you keep putting it off, waiting for the 'right time' to come along?

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So just when will the right time be? What has to be in place for you to take the plunge and go ahead with your idea? Are you waiting for someone else to give you the go ahead? Exactly how long are you prepared to wait? A year, five years, ten years?

How will you feel if in 5 years time you are doing work that you love, work that allows you to be the best you can be, work that you really want to get up and get on with each day?

Does this idea inspire you? So what prevents you from starting to create this ideal, starting now? Will you wait for some dramatic life event (an illness, redundancy, divorce) to shake you into action, or will you take control yourself? Has the time come for you to step up and take action? What will be your first step?

What is the best way for you to fulfil your purpose and find a way to do the work you were born to do? Are you ready to become an Inspired Entrepreneur?

These questions and challenges are familiar to me – I have travelled this journey myself and I have helped career coaching clients grapple with these issues too. Along the way, I have found the work of Nick Williams a great inspiration. He has shown me that it is possible to do what you love and to make a living doing it. He has helped me to become an Inspired Entrepreneur. Would you like to be one too?

If you would like to find out more about how you can become an Inspired Entrepreneur, I strongly recommend Nick William's [free e-course](#). It will encourage and inspire you, show you that it is possible to find a different way of working, help you to take that leap of faith to find the work that you were born to do. And if you prefer to read a book by Nick, try the [12 Principles of the Work We Were Born To Do](#).

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Article 9

5 Career Change Tips for ISTJs

Are you an ISTJ? Are you wondering what the best ISTJ careers might be for you? (Or are you wondering what on earth an ISTJ is?!)

ISTJ is one of the possible sets of personality preferences that result when you take the Myers Briggs Type Indicator. As a career change consultant, I am a great fan of this personality assessment. I have found it to be a great tool when helping career changers work out what direction they could go in next.

So how do you make a connection between your personality type and the careers you could consider?

There is no doubt that you will be happiest in a career where you are able to use your preferred style of operating for the majority of the time. So when you are considering new career options, take your type elements into account. Let's look at the ISTJ profile in more detail. The four letters stand for **I**ntroversion, **S**ensing, **T**hinking and **J**udging. All four of these preferences should be taken into account when considering new career options.

Using your Introversion

Make sure there will be opportunities for you to work in a quiet and focused way and that you will have time to think and reflect on the work you are doing. If you are constantly required to interact with colleagues and clients, thinking on your feet as you go you will probably find that a struggle.

Using your Sensing

You will probably be happier if your work involves handling concrete

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facts and processes where you can see an immediate practical application. You are great with applying detailed systems and may feel less comfortable if your work demands constantly coming up with new ideas and approaches.

Using your Thinking

You are a clear headed, logical thinker and have great skill in weighing up pros and cons objectively. You will probably prefer a work environment where everyone works to clear principles and standards and will feel less inspired by a setting that has a strong 'people' focus.

Using your Judging

You prefer a planned and orderly approach and you are likely to be methodical and systematic in the way you work. You just want to know what you are meant to be doing so you can get on with it. If a job requires you to constantly chop and change, or if the environment is fairly chaotic and unstructured, it is likely that you will find this draining.

Don't just look for a simple match

You are a wonderfully complex being and many factors will be important in your career choice, so don't expect a simple one-to-one match where ISFJ = x is the perfect job for you.

Looking at the outlines above, it would be easy to jump to a simplistic conclusion eg that accountancy or law would be good ISTJ careers. Now you will probably find there are more ISTJs in these fields than in areas such as performing arts and advertising, but don't base your career change decision just on your personal style. Don't forget to take account of your skills, interests and values too as well as practical issues such as where you live or where you would be willing to move to.

If you would like to read more about your personality and your career, then take a look at the [How To Change Careers](#) website where you can take a simple and free personality quiz to give you an idea of your

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personality preferences and read more about [what your ISTJ personality type means for you and your career](#). You can also access my ebook, [Know Your Personality, Know Your Career](#) where you will find more career suggestions for each MBTI type.

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Article 10

Effective Interview Skills. Using the 3Ps Approach For Interview Success

Worried about interviews? Do you want to develop effective interview skills? The best way is to follow the simple 3Ps approach.

So what does that mean?

Simple - *Preparation, Presentation and Practice*

Preparation

One of the most common mistakes made by interview candidates is that they fail to do enough preparation. And believe me, it really shows!

There are two kind of preparation that are essential.

Firstly, find out as much as you can about the job, the company, the field of work. Read through the job description in detail and tease out exactly what they are looking for. Also research the company and the sector – you can use the internet for that. Then when they ask what you know about them, you will have some interesting facts at your fingertips.

Secondly, you must prepare yourself. This means reviewing what related experience you have had and planning specific examples to show when you have put the skills they want into practice. You also need to prepare your attitude. If you go in assuming you will fail, you put yourself at a real disadvantage. Remember, they will not interview you if they think you are not a good match for their needs. They already believe in you, so you can too!

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Presentation

Much of the impact you make at a job interview comes from the way you present yourself.

If you let your nerves show, give one word answers and spend the whole interview looking at your hands, you will not make the best impression. Practise shaking hands confidently, look the interviewer in the eye as you respond and remember to smile!

Put your preparation to good use by giving clear responses to the questions asked, using the evidence you have planned in advance. And remember, you want this job, don't you? Then let your interest and enthusiasm shine through. A bit of energy in the way you present yourself will make all the difference to the outcome of your interview.

Practice

You are maybe thinking that you are just not good at interviews. Well if you haven't had many, don't necessarily expect to be perfect first time round. I bet you fell off your bicycle a few times before you got the trick of balancing!

Make sure you practise answering some typical interview questions before you go in to the interview. Get a friend to help, or just rehearse your answers in front of a mirror to see how you come across. Watch out for funny mannerisms like fiddling with your tie or jewellery!

Remember that you really will improve at interviews with practice, so if you have an unhappy experience, don't blot it from your memory. Think it through afterwards and work out where you got stuck. Then you can learn from your experience and perform better next time.

So next time you have an interview coming up, remember the 3Ps approach. Apply this formula and you will be well on your way to interview success.

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You can read more tips and advice on effective interview skills on the [How To Change Careers](http://www.how-to-change-careers.com) website as well as ideas about how to approach your job search and to create a winning CV or resume.

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Bonus Article

New Year, New Career? Follow These 10 Steps To Career Change Success

Have you committed to making a change of career now the New Year has arrived? Congratulations! It is a big step to take, but one that will be truly worth the time and effort you invest in it. You owe it to yourself to stop just putting up with that rubbish job that has been driving you up the wall. With a genuine commitment to seeing this through, you can make the changes you want.

So what do you need to do to ensure that your career change plans are successful?

Well, there is no instant quick fix solution, but if you follow these **10 steps to change your career**, I guarantee that you stand a good chance of making your career change a reality.

Step 1. Prepare your attitude

Many career changes falter because the mindset is wrong. Make a commitment from the outset that you will take a positive, can-do approach. You are embarking on an exciting project and any difficulties you may encounter will just be what makes the journey interesting.

Step 2. Where am I?

Take a look back over your shoulder and review how you got to where you are now. What was the reason you chose your current job or career? Review what has been good and bad about your career story up to now. What can you learn from the past?

Step 3. What can I offer?

No career change can be successful without a careful review of what

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values, skills and interests you have to offer. To be happy at work, you need to be using your natural strengths and talents and your work should align with your core values.

Step 4. What kind of person am I?

Personality is a crucial part of the career change jigsaw and it is very often overlooked. Understanding yourself is essential when working through any career change assessment. If you are considering a job that is a mismatch with your personal style, you are less likely to find the job satisfying and rewarding.

Step 5. Explore and research

Don't just look at yourself. Look out there at the world of work too. There are thousands of jobs that don't appear in careers books. Actively seek out new possibilities, consider jobs you might not initially think you could do, ask others about their jobs to open your mind.

Step 6. Pull your ideas together

Keep the results of all your research into yourself and into the world of work in a folder and regularly review it. Ask yourself what career ideas ring true for you. Consider what you would do if you knew it wouldn't fail – what career dream would you follow then?

Step 7. Challenge the 'Yes, but's....'

We all do it. We all hesitate and draw back when faced with making a big change. But so often these excuses are just that - excuses, repeated out of habit. What would happen if you just did it anyway? Go on, for once in your life, be bold!

Step 8. Be creative in your job search

Once you have decided on your new career, don't just sit back and wait for the right vacancy to arrive in your lap. Go out and look for it. Use all the contacts you have, talk to people, network, let as many people as

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you can know what you are looking for. The more feelers you put out the more likely you are to find something.

Step 9. Revise your resume

Don't just dish out the same tired old resume. It will need a major overhaul so that you really highlight the transferable skills that you will bring to your new career. Don't just present the facts – show you meet the recruiters needs and sell yourself!

Step 10. Prepare thoroughly for your interviews

Don't fall at the last hurdle. Once you are invited for interview you are on the home stretch. So make sure you know exactly what evidence you can offer to demonstrate that you have the skills and qualities your new employer is looking for. Go in believing in yourself then you will be able to persuade them to believe in you too.

Remember, the only person who can make all this happen is you. So get out your pen now and write down the first step is that you will take – then get on and do it!

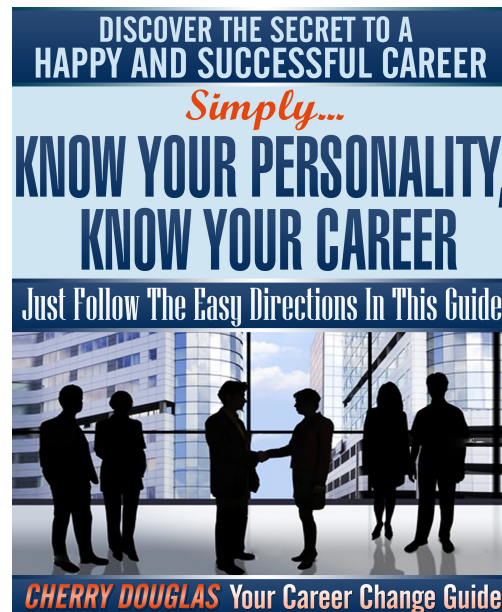
These 10 steps are just the tip of the iceberg. To read more about all these steps, take a look around the [How To Change Careers](http://www.how-to-change-careers.com) website where you will find a host of ideas to get your career change moving. You can also download my free ebook [11¾ Ways To Kick Start Your Career Change](#) so you will have no excuses for putting it off any longer!

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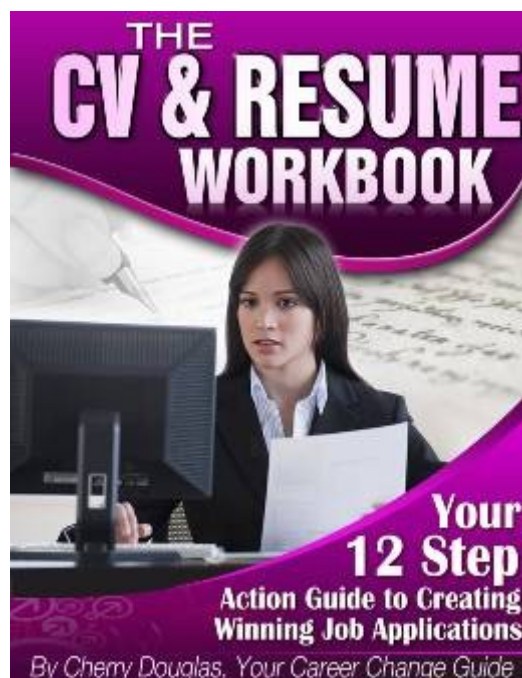
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e-Books by Cherry Douglas



[Know Your Personality , Know Your Career](#)



[The CV & Resume Workbook](#)