

# MAPPING YOUR CAREER PATH

STEP FOUR

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## CONCEPTS & LEARNINGS:

- No one is as focused on your success as you are; it is your responsibility to plan and manage your career
- Ask for what you want, and communicate your goals broadly. Your organization may have another plan in mind for you
- When asked about your career goals, have an answer! It is okay if your desired path changes
- Develop a statement about your strengths, your interests, and where you are going, and commit it to memory
- When developing your career plan:
  - Seek input and advice through informational interviews
  - Define the required skills and experiences for desired positions
  - Pursue projects, courses, etc. to close skill or experience gaps
- Take stock of your values—What is most important to you, what trade-offs are you prepared to make, and what will you not compromise on?
- Consider what your work ‘preferences’ are—travel, customer contact, technology, etc. Be clear on what you like about your work and assess potential opportunities against those preferences
- Record your goals and timelines, and hold yourself accountable to your plan

## AT THIS STEP

### Program Timeline - Staying on Track

As we embark on the second half of your Percepta journey, it is a good time to take a pulse check on how far you have come and what you want to accomplish before graduation. It is so easy for the urgent issues in our daily workload to distract us from the growth goals we have set for ourselves.

At Kick-Off, you set goals for your time in this program. You took stock of your strengths and weaknesses. You noted your career goals and assessed the barriers that stood in the way of your goals. Even before you met your Mentor, you *knew* what you wanted to accomplish with your Percepta experience.

### So, ask yourself...

- What steps have I taken to achieve my goals? What else do I need to do to accomplish those goals?
- How have my goals changed as I've explored topics of *Personal Brand, Prioritization & Delegation, and Giving & Receiving Feedback?*
- What is my definition of success for my Percepta journey? And, what actions will help me achieve that?

Bring your reflections back to your Mentee peers and Mentor to maximize the time you have remaining!

*“Even if you are on the right track,  
you will get run over if you just sit there”  
~ Will Rodgers*

## PREPARING FOR STEP FOUR

*Communicating Across Levels - May 21, 1:00-4:00 P.M. ET*

To lead effectively, you must communicate effectively. Regardless of the title you hold, you're a leader in your organization. So, in what ways do you need to up your game in order to be a great communicator? Take time this month to watch yourself and others in action. Take note of:

- Someone whose communication style you admire. What would you like to emulate?
- How well your messages are being received. What clues are you receiving that communications occurred?
- The ease with which you communicate across levels in your company. What makes it easy or hard?