

CONTENTS

Preface	ix
CHAPTER 1: Is It Time for a Change?	1
• What's the right job?	
• The importance of YOU in your work	
• The trap of a quick decision	
CHAPTER 2: Who Am I?	9
• Getting in touch with the self - needs, desires	
• Decision-making style	
• Dare I try something new?	
CHAPTER 3: How Am I Doing?	17
• Life circumstances	
• Level of energy	
• Financial status	
CHAPTER 4: What Shall I Do?	33
• Describing your ideal job	
• Identifying your interests and skills	
• How others see you	
CHAPTER 5: Student? Employee? Entrepreneur?	51
• Identifying possible occupations	
• Integrating self-assessments with occupations	
• Deciding which path to pursue: student, volunteer, entrepreneur	
CHAPTER 6: Job Search Preparation	61
• Information gathering	
• Targeting	
• Planning	
CHAPTER 7: Job Search Tools	75
• Resumes	
• Networking and interviewing	
• Finding the help you need	
CHAPTER 8: Job Search Strategy	97
• Finding job leads	
• Job hunting	
• Negotiating the deal	
CHAPTER 9: Should I Become a Volunteer?	101
▪ What's in it for me?	
▪ Finding opportunities	
▪ Look before you leap	
▪ Choosing a cause to support	

CHAPTER 10: Working for Yourself	111
• Deciding what to do	
• Developing a business plan	
• Getting funds	
CHAPTER 11: Getting Sidetracked	131
• “Real” issues about age.	
• Staying “up” in the process of career change.	
• Techniques for getting “unstuck”.	
CHAPTER 12: Creating a Support Group for Change	139
CHAPTER 13: You Can Do It!	145
Resources	
About the Author	
Index	