

Career Management Digest

Don't Miss Your Opportunities

Many topics or ideas for the Career Management Digest issues come from Jim Rohn's e-newsletters at www.success.com. Rohn offers simple, "every man" advice or basic concepts that seem to apply to all aspects of life. We all face challenges in our work and personal lives. Whether we take the opportunities at work, in our personal lives, while traveling...it's up to you to take the risk and see where it takes you!

OPPORTUNITY KNOCKS

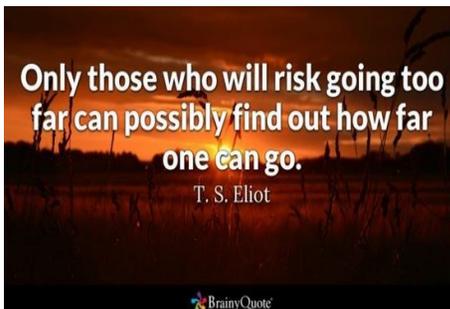
Many topics or ideas for the Career Management Digest issues come from Jim Rohn's e-newsletters at www.success.com. Rohn offers simple, "every man" advice or basic concepts that seem to apply to all aspects of life.

His article on attracting opportunity into your life from February 15, 2017 seemed to ring true this past month. There have been companies that have closed, some have been purchased and as a result, we have seen lay-offs. According to <https://mn.gov/deed/data/data-tools/laus/>, the April 2018 US unemployment rate (not seasonally adjusted) was 3.7% and the state of Minnesota (also not seasonally adjusted) came in at 3.1%. You can look at these low numbers in a variety of ways, but ultimately these numbers mean different things—depending on where you are sitting. Are you an employer with many unfilled positions? Then the low numbers mean that there are not enough active jobseekers looking for jobs. If you are a jobseeker actively seeking employment (a new job/career change or perhaps your first job) then the numbers look great—there are many opportunities for you to explore.

Working with jobseekers, especially those who have recently lost their jobs or are seeking new challenges, we might hear, "How can I find new op-

portunities?" Most of the jobseekers we encounter know the value of hard work, a strong work ethic and the importance of persistence and preparation.

Rohn states that the key to bringing new opportunities into your life are tied to a single concept: Attraction. Opportunities are, to some extent, the things you have to seek out. But-opportunities are also



going to come your way if you are an attractive person.

The phrase does not mean you look fabulous; it means that you should develop and build on your skills (both work-related and personal) and take care to be physically and mentally ready for new challenges and new experiences. If you are a person that will say, "Absolutely-let's try it!" or "I'm willing to learn that" or step forward and take on something new, you will be positioning yourself as a person that will attract those new opportunities. You will be someone that others think of when those new opportunities come about.

What are you doing to position yourself as an opportunity seeker? There are

many opportunities available to you. Personal development is the never-ending chance to improve not only yourself but also to attract opportunities and affect others.

Here are some ideas to consider:

*Create a profile on LinkedIn. Start following some of the topics of discussion. Comment if you want. Ask questions of the author. Questions=information=knowledge.

*Pick up a magazine you might not usually read. A friend gave me a copy of Money magazine. It's filled with quick articles that can stimulate your mind and plant a few ideas.

*Check out <https://www.goalcast.com/category/motivational-videos/>. This website has tabs such as: self-improvement or quotes or entrepreneurship. These are usually fairly short videos with great ideas. You can also check out <https://www.ted.com/talks>. There are easily hundreds of topics to choose from.

*Go to your local library and locate the Self-Improvement section. Ask the library staff what books they recommend or that are popular.

*Take some computer classes at your local library, community education or college. Check out free, online computer courses. Google "free online computer courses" and search away.

Whatever manner that you choose, you have the opportunity to make positive changes in your life, and once you do, you are setting yourself on a pathway to success.

Recommended Reading

A quick Google search for recommended books on self-improvement revealed some interesting resources:

Who Moved My Cheese? – by Spencer Johnson No one will disagree with Johnson on his major thesis and premise – change is coming more quickly than any of could possibly have imagined, and it wreaking havoc in the lives of many of us. The book uses mice, little people and cheese to symbolize our aspirations, goals, environments, work life, etc. that continue to be moved (changed) too quickly for us to successfully adapt. A quick read, this book uses short stories to teach lessons about recognizing and responding to change.

The Power of Intention – by Wayne Dyer The most famous quote from this book is, “Change the way you look at things, and the things you look at will change.” But the book is far more than just catchy quotes. For those on a non-traditional spiritual journey to find meaning and success, this book is a great read.

7 Habits of Highly Successful People – by Steven Covey Yes, there are actually seven habits that all successful people have, and this book will offer you hints on how to develop these habits within yourself. Covey explains that people must become ‘interdependent’ and nurture that concept to reach personal and professional success.

Don’t Sweat the Small Stuff – by Dr. Richard Carlson We all tend to get caught up in the small things of life – what kind of attention our waitstaff provided, how we were treated at the return counter, what the neighbors did (or didn’t) say, etc. “Small Stuff” becomes overwhelming and we focus on it rather than what is truly important. Carlson provides insight on how to shift the focus from small stuff to important things worthy of our time and energy.

Whatcha Gonna Do with That Duck?: And Other Provocations – Seth Godin A reviewer called this book a masterpiece, with an array of areas in which you can, and ultimately must, improve. With its ruthless honesty and genuine inspiration, Godin makes you ponder the difficult questions you wouldn’t ever dare to ask yourself. The result is a completely new perspective of the world- a fresher, more vibrant perspective, packed with new and bold possibilities.

Failing Forward: Turning Mistakes into Stepping Stones for Success – John C. Maxwell Everyone will, at some time, fail. It’s going to happen. Maxwell says that what matters most is how you deal with it once you do. Will you give up or will you learn from it on your road to success? Failing teaches you lessons, and if you decide to continue after failing, the more you have it in you to deliver. Most of us are not going to see it as a lesson-we will avoid things and refuse

to fail. Maxwell will help you learn how to be honest, accept responsibility, learn how to take the failures in life and turn things around.



SUMMERTIME JOB SEARCH: Give Your Job Search A Boost

- **Step up your job search:** Stay organized/stay fresh/ stay busy.
- **Get out of the job search ruts:** See old friends/ ask for help.
- **Step away from technology:** Instead, think “person to person” /share info with others.
- **Think and speak in terms of your talent:** have a positive tone/ know how you can make a difference.
- **Show up:** research companies in advance so you’re prepared.
- **Customize your time with them:** be friendly/ respectful/and be open to help and advice.
- **Remind yourself that it is critical to follow-up:** the business world expects follow-up and follow-through.
- **Show Appreciation:** Send thank you notes and keep your critical contacts in the know.
- **Give yourself a break:** give of yourself and time to others and feel better because it’s a new you.



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