

PROJECT CAREER QUEST

NAVIGATING THE JOURNEY TO
NEW OPPORTUNITIES WAITING

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PROJECT CAREER QUEST

Navigating the Journey to New Opportunities Waiting

INTRODUCTION

Whether you've lost your job, you're looking for a job for the first time and are totally lost in the process, or you're about to lose your mind and know it's time to find a new job, what you need is a roadmap and a guide to help you on this journey. There are **New Opportunities Waiting (NOW)** for you if you know where to look and how to approach the job market. I will guide you through the job search process, providing you the information, resources, tools, and strategies you need for a successful transition and to help navigate your journey to **New Opportunities Waiting**.

If you've recently graduated from college, gotten out of the military, or you're re-entering the job market after a long absence, you will find there is much to learn and much work to be done to find meaningful employment. If you've been in the job market and recently lost your job, then you will need help looking for a job and perhaps dealing with the emotional aspects of losing a job.

Losing a job is never easy. Work is a big part of our identity. It's how we pay our bills. It's a reason to get out of bed in the morning. It's why you spent years going to school. It's something you enjoyed, or maybe not so much. Whatever your job was to you, it was *your* job—until you lost it, for whatever reason.

NOW What?

- How do you get started?
- Where do you go from here?
- What are employers looking for?
- Who do you know who can help you?
- What should your resume look like?
- What information should be included?
- What will you be asked in a job interview?
- How do you find out who's hiring?
- How will you get an interview?
- Where do you begin?

NOW What?

So many questions and uncertainties. Quite frankly it can be overwhelming. And, depending on your emotional state, you may not want to face the reality of looking for a job. How long has it

been? Five years, ten, twenty, or more? How times have changed! The job market is not the same and neither are the expectations of employers. Technology, social media, and resources available continue to change and impact how we look for and find employment. To be successful in landing a job, you will need to educate yourself so you can use your time and resources efficiently and effectively.

“Career Quest” Approach

Project Career Quest will guide you step-by-step through the process of finding a job, or perhaps even a new career if that is your desired outcome. This book takes a project management approach to navigating your job search/career transition.

A *project* is a temporary endeavor undertaken to create a unique product, service, or result. *Project management* is the discipline of initiating, planning, executing, controlling, and closing to achieve specific goals and success criteria. Looking for fulfilling employment and/or changing careers is truly a project that requires a structured approach to achieve your goal(s) and find success.

To get the results you want, you will need to follow a disciplined approach, especially if you want your job search/career transition to be a temporary endeavor. Using a project management approach and applying best practices and lessons learned is exactly what you need to be successful on this journey.

By definition, a project has a beginning and an end. If you’ve lost your job or have been notified that your position will be eliminated in the near future, your project has already begun. If you are unhappy in your current position or career, then it’s time to kick off your project.

My goal is to guide you through the transition process so you will have more control over the results and the length of your project. If you organize your project, creating a plan and executing the plan based on *best practices*, you will be able to successfully close out your project much quicker and the journey and outcome will be much more rewarding.

Why a Project Management Approach

To be successful finding a job or changing careers takes dedication and focus. Sending out an occasional resume and attending a networking event here and there will not, unless you are extremely lucky and well connected, land you the job of your dreams, nor any job for that matter. It takes having a plan and working the plan. It takes using a structured approach, completing certain essential activities, and surrounding yourself with people to support your efforts.

I cannot think of a better way to approach your job search or career change than using project management best practices. If you don’t know much about project management, no worries. I am here to teach, guide, mentor, and coach you throughout this journey.

Besides my role as a career coach, I am also a certified Project Management Professional (PMP®) and have been teaching project management courses and best practices to corporate

clients all over the world for over twenty years. I will show you how to turn your job search into a successful project where you meet your objectives and deliverables. Using a project management approach will expedite your efforts and get you focused and on target for success.