



START SMART, STAY POSITIVE AND SUCCEED

100+

Career Transition Tips




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How to Use This Manual

How quickly should I complete the 100+ Tips?

We find people we work with are just as concerned with getting it right, as they are with how quickly they complete their career transition. Ultimately, if it isn't done right this time, who among us wants to repeat the career-transition process in a few years? Proceeding through the 100+ Tips at a thoughtful, steady pace is our recommendation.

Should I work through the 100+ Tips in sequence?

Each of the Tips stands alone, and you may proceed directly to the Tips your coach assigns or to those additional Tips that address your immediate interests. Always feel free to read ahead and complete related **Checkpoint** assignments.

Beginning Each Coaching Session

You are invited to begin each coaching session by using any of these conversation starters:

- Since our last meeting, I have accomplished...
- New opportunities I am considering include...
- Current questions I have are...
- Today, I want to add to our agenda...



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