

Get your career started

A guidebook for young graduates

Lucy Kovalova



START HERE

Download free books at

bookboon.com

Lucy Kovalova

Get your career started

A guidebook for young graduates



Get your career started: A guidebook for young graduates

1st edition

© 2015 Lucy Kovalova & bookboon.com

ISBN 978-87-403-0839-6

Contents

	Introduction	6
	About the author	7
1	First steps after graduation	8
1.1.	What do I need to do?	8
1.2.	Analyze and accept yourself...and prepare for change	8
1.3.	From university to your first job	11
2	Follow your dreams and your future	12
2.1	What I have vs. my dreams	12
2.2	Planning: tips	15
2.3	Preparing for the first job – cover letter and CV	17
2.4	Preparing for the first job – interview	19
2.5	New people, new environment	20
3	Staying motivated	22

**YOU THINK.
YOU CAN WORK
AT RMB**

 **RAND
MERCHANT
BANK**
A division of FirstRand Bank Limited
Traditional values. Innovative ideas.

Rand Merchant Bank uses good business to create a better world, which is one of the reasons that the country's top talent chooses to work at RMB. For more information visit us at www.rmb.co.za

Thinking that can change your world

Rand Merchant Bank is an Authorised Financial Services Provider



3.1	Self-motivation	22
3.2	Understanding what motivation is	24
4	The importance of reflection	25
5	Don't be a "zombie": relax and enjoy life	26
6	Distractions	27
7	Failure and success	30
	Conclusion: Keep moving, stay positive	31
	Appendices (templates)	32
	Appendix 1	32
	Appendix 2	33
	Appendix 3	34
	Appendix 4	37
	Appendix 5	40
	Appendix 6	42



Discover the truth at www.deloitte.ca/careers

Deloitte.

© Deloitte & Touche LLP and affiliated entities.



Introduction

This book will help graduate students organize their future career. I'm sure you, dear reader, started thinking about your future career when you picked your university. Your choice is important, and every step toward your goal is counted.

The path you choose influences the career you dream about. Everything is in consequence and at the same time, is not.

This guidebook will help you prepare for your first job, to plan steps, analyze the opportunities you may have and survive in this world.

Life will try to distract you. You may have to change something about yourself more than once, but your strength and dream will help. Stay positive, you only live once, make the best of it.

About the author



I created this book because I wanted to guide my readers, to help graduate students prepare for their new life, and not only in the classical sense – telling them how to write or how to speak (although this book contains this kind of advice too). This book will make you see the wider picture and guide you along the way. The aim is not simply to get your first job, but to understand the importance of selecting your job carefully, to see what place it will take in your future life and career.

I started my career by simply assisting in small business tasks – calling, writing, making orders, etc. I experienced different types of organizations. In every job, every task I had, I always considered what I was learning, the skills I was acquiring, the knowledge I was developing, as a part of my future vision.

One day, I realized I needed to take a new direction and looked for new jobs and projects that would take me there.

Today, I may have reached some of my goals, but I'm still on my way. And I don't think that I will stop because new opportunities and challenges will keep presenting themselves.

I am a business development professional, strategist and business consultant. 11 years ago I was just like you... searching for something and trying to understand my place and role in the world, what my dream was. My vision wasn't complete back then. I hope my book will help you complete your vision.

Some time ago I became passionate about global projects, international business and educational projects, eLearning, etc. So I started working in international projects, with global teams, as well as eLearning projects.

I share my passions on a blog, [GlobalUni](#), where readers can find tons of needed information about educational and training options around the world. I started writing this Bookboon book to guide young people along their way and to push them. If you need personal coaching sessions, feel free to contact me.

You can contact me through [LinkedIn](#) or [Facebook](#). I'm always happy to connect with new friends and assist my contacts on their way.

1 First steps after graduation

1.1. What do I need to do?

Choosing where to study must have been quite a task, right? Well, it's not over. That was just the first step towards starting your career.

Life forces us to take steps, move forward and set personal goals. But life is also unpredictable: sometimes the steps are small, and sometimes you have incredible opportunities. This is how life, your life, works. When thinking of your first job, making good choices is also very important.

Life can pressure you to reach a certain academic level, hand in that final dissertation. It's sort of like a social step. It's something you have to do under the pressure of society, parents, etc.

But later you realize that any piece of knowledge, any achievement is important. Everything you do becomes part of you, builds your future and contributes to building your exceptional life. Every person is unique, and the lifestyle built by this person also is.

Sometimes life presents us with extremely unpredictable challenges. When this happens, choices are not easy to make as we don't know what impact they will have. You may also need some time to realize what you really want from life. In any case, everything you've done in the past and that may have seemed insignificant will have an impact on your present.

When you look at your life, you usually describe it generally. When it comes to detail, it's hard to know who you are. Yes, you may be confident, but if you work hard on new exercises, you help yourself become even more confident and strong in any circumstance.

Never stop thinking about this statement:

I need everything I do and need to follow what makes me happy.

1.2. Analyze and accept yourself...and prepare for change

Find a piece of paper and write down what you have. Not just superficial things, but also what you have on the inside. Your traits, knowledge. Follow this plan:

1. Diplomas/certificates
2. Courses/training
3. Languages/level
4. Skills/personality

Now ask yourself:

- How do my friends characterize me?
- What are my strengths?
- Weaknesses?
- Try to take a personality test

Now consider this example:

Jim is a 25 year old graduate student. He studied engineering at a small local university in Europe. He feels stuck because of:

- a lack of vacancies he considers appropriate
- he'd like to change locations – this is his and his girlfriend's dream.

It's scary to relocate. What if you don't like the new city, how will you adapt to its size? What's the job market like? These scary questions could be the reason Jim doesn't has not moved and feels stuck.

How do you approach this problem?

Do not focus on the problem

OK, we have a problem. One solution is to list what you feel are problems and find a corresponding solution for each. It is almost certain (and this must be ignored by pessimists) that Jim will have additional problems he didn't expect, because if something can go wrong, it will go wrong.

There's something called the stop-factor. Extensive thoughts on the problematic scenario without finding solutions and without analysis will lead to a stop-factor scenario. What does this mean? Jim will not take any actions to get what he wants and needs: he will not relocate and just take any job he finds.

A problem is actually a challenge

If you change the word "problem" to "challenge", you change its whole significance. This will help you go through the situation more smoothly.

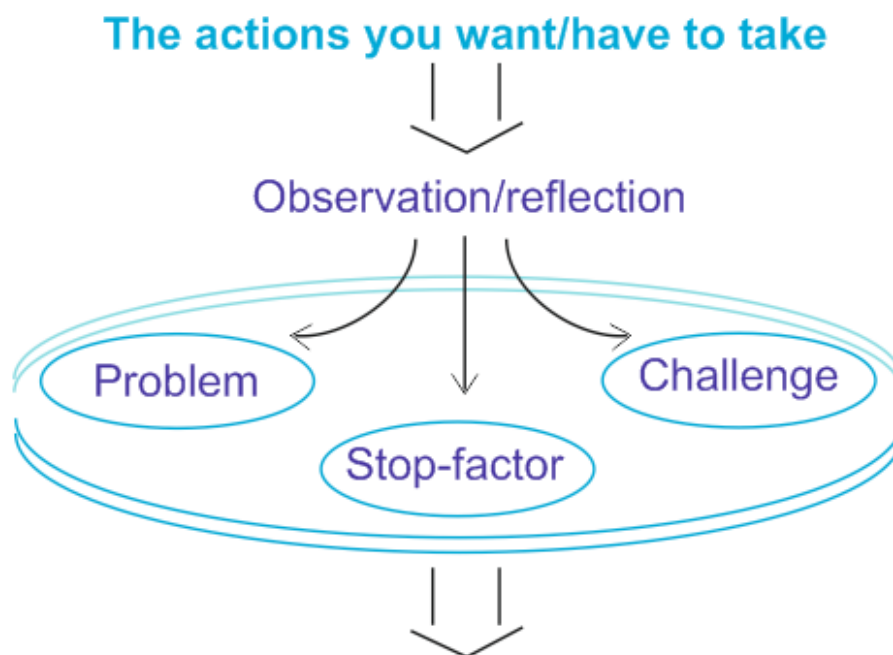


Figure 1. Your possible thoughts on your way

Remember: you will gather confidence, fun and new advantages from every step you take. In any case, success or failure ends up being positive. Why? Because it is your own experience, which you always carry around with you.

What will Jim do now? First, I'd say he needs a plan. As life can be unpredictable, a certain type of planning is needed.

What Do I Have?		Jim's notes
Diplomas/Certificates <i>I will have my engineering diploma in 8 months</i>	Courses/Training <i>MS Office Course</i> <i>Computer 3D design Course</i> <i>Training - 'Communications'</i>	
Skills/Personality <i>Engineering</i> <i>Communications</i> <i>Computer literate</i>	Languages/Level <i>English: native</i> <i>French: intermediate</i> <i>Italian: beginner</i>	

Figure 2. Jim's "What do I have" list

In the following chapters, we will go through planning tips and will work together to prepare for any difficulties, for every success and failure. What we will need is the “**What do I have**” list. We will also talk about our dreams and combine these elements in our plan.

1.3. From university to your first job

Now that you have worked hard towards your degree, there is still a lot of effort to make towards your goal. The first job you will ideally consider should correspond to your goal. For example, if you are studying law, you will want to run your own successful attorney practice. Everyone wants the best, and so do you.

You will have to start by offering yourself on the job market. Consider yourself as an asset and resource to improve work quality and increase revenue. Be aware that you have a lot of competitors, other young graduates like you.

The mistake of some young graduates is to expect a large salary, a personal office, a secretary, business trips from the start of their career. You should understand that nothing is given as a gift as far as jobs and careers are concerned – unless you are very lucky.

Be ready to work hard to achieve the level you aspire to on your own. Be ready to show the world (and your boss, first and foremost) what you are worth and what you can do.

Here are three things you should do: be yourself, act professional and be creative.

1. **Be yourself.** You should behave like you always do. Do not pretend you are someone else. Do not pretend you are better, or put yourself down. Do your best in your own specific way. Everyone has something special, their own style, vision, goals. Combine this to your work and lifestyle. If you do so, this will eventually make you happy.
2. **Act professional.** Although you need to be yourself, you should act professionally when entering your first job. Do not act overly friendly if you can't live up to this friendliness in your everyday life; instead, be yourself. Don't be late, don't use too many days off in the first few months of your new job, unless this is necessary.
3. **Be creative.** Always use and offer something new you have thought of. Do things differently. Do *not* be afraid to be different.

It may look difficult to combine these three, but remember it's possible.

2 Follow your dreams and your future

2.1 What I have vs. my dreams

When thinking about the future and what we've considered in chapter 1, we need to follow the road we've given ourselves: the education we chose, the plans we've made. It seems the right and simplest way. The key is never to be passive: don't stick to routine, try to create, invent and make a change.

Before you start planning, start thinking differently. Try to forget everything you have achieved so far. Try not to think about any norms or limits of society. Try not to consider the control others may have on you. Otherwise, once you reach your destination, going with the flow, you'll notice something is missing and meet a personal struggle.

Why should you wait for this moment? You may prefer to surf the waves of life with pleasure, catching every opportunity, challenge or adventure life offers.



**I WANT TO CHANGE DIRECTION,
AND THE WORLD.**

GOT-THE-ENERGY-TO-LEAD.COM

We believe that energy suppliers should be renewable, too. We are therefore looking for enthusiastic new colleagues with plenty of ideas who want to join RWE in changing the world. Visit us online to find out what we are offering and how we are working together to ensure the energy of the future.

RWE
The energy to lead



For the moment just stop, look around and think deeply about the dreams and desires you have. Everything that matters to you right now. Remember every tiny detail. Every idea or dream you've had. Everything that makes you fly just thinking about it. Do not think now about what matters in the current moment. Just sit down, close your eyes and dream...

What do you see?

We will now make further notes. This time, write down every dream you remember having, everything that makes you excited and everything you hope for the future. We will call this a "Dream Map".

Let's focus on Jim again who, just like you, is sat down, trying to remember all his dreams. One of his dreams is becoming an astronaut! Does that sound crazy? However crazy a dream may sound, it is still possible. I have a friend who also dreamed to be an astronaut; he decided not to give up on his dream and opened a very interesting center for children and adults. It's an astro-center that offers many educational programs, a lot of high tech devices and media to present the universe's beauty to its visitors.

I truly believe therefore that everything is possible, and that every apparently small and unrealistic dream can be realized in different ways.

When you look at big entrepreneurs and corporation chiefs, remember that they also had dreams! They also reflected on each one of them, generating more ideas and eventually making them happen. It's all up to you, and you can do this.

Who knows? You could be flying to the moon or make it as a writer in 10–20 years – this will bring you closer to your dream. The point is: impossible is possible.

One of Jim's dreams is also to own his own business, in order to have more flexibility in life, to plan his own time.

Here is another list to look at:

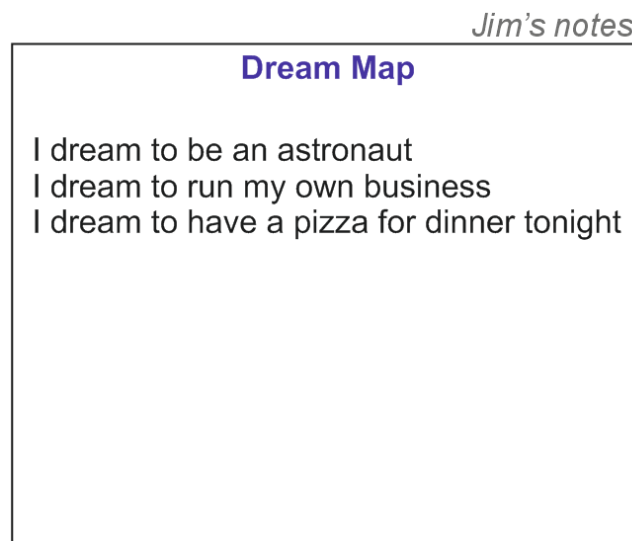


Figure 3. Jim's "Dream Map"

We now have two lists: "**What do I have**" and "**Dream Map**". There are two ways to turn these two lists into a plan.

First, you can use "**What Do I Have**" only.

Second, you can combine "**What Do I Have**" and "**Dream Map**".

bookboon.com

Corporate eLibrary

See our Business Solutions for employee learning

[Click here](#)

Management Time Management

Problem solving Self-Confidence Effectiveness

Project Management Goal setting Motivation Coaching

Click on the ad to read more

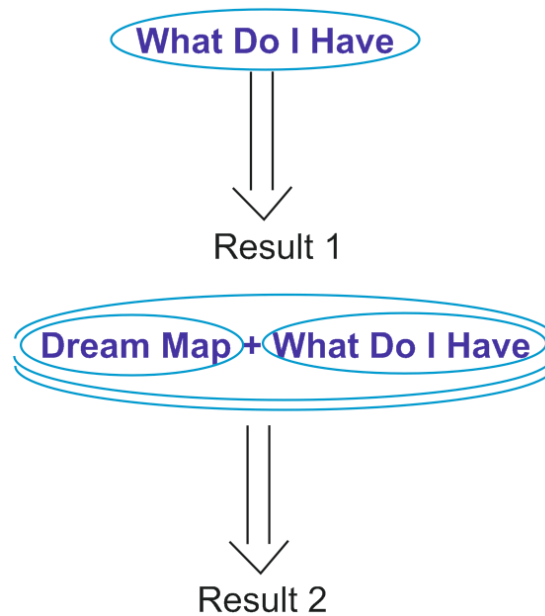


Figure 4. Forming results (future plans) thanks to our two previous templates

2.2 Planning: tips

With “**What Do I Have**”, our plan is constant and strong. We start to list our various educational steps, our various goals and follow up by preparing our resume, starting our job search.

Take a look at Figure 4. Result 1 seems fairly simple. With Result 2, you have more flexibility, room for change. There seems to be a relationship between the two lists.

Looking at Jim’s 1st list, “**What Do I Have**”, he seems to have written down everything he has. He seems ready to start his job search in the direction he has chosen. He could certainly consider an entry position in any local company in the region he’s relocating to.

You can mix up your dream and your future career. You can make a hobby out of your dream, which can support your work achievements. It’s all possible as long as there is a plan and you do not give up.

How do you make a good plan?

- Plan different timeframes: for a year, 6 months, 3 months, 1 month, weekly
- Define strong timeframes for each point of your plan.
- Divide your goals into sub-goals

Sounds easy, but a difficulty you may encounter is when dividing goals into timeframes.

Going by Jim's "**What Do I have**", we can plan the following:

1. Finalizing university education
2. Preparing resume and cover letter
3. Analyzing rent price range in chosen region/country
4. Analyzing wage range in chosen region
5. Searching for an apartment
6. Approximate budgeting for relocation and start period
7. Financial planning for at least a year considering different scenarios with job, location, etc.

The final plan should look like a table with dates, timeframes and deadlines to cover each task. You will find templates for each activity mentioned in this book at the very end.

Jim could also add the following points:

- start astronomy club
- start informational internet project collecting scientific and popular info
- become an astronaut someday...

An advertisement for SKF. It features a woman with long dark hair smiling in the foreground, with a large white wind turbine in the background against a blue sky. The text "Brain power" is written in large white letters on the left. On the right, there is a block of text about SKF's role in wind energy. At the bottom left, there is a call to action to visit the SKF website. The SKF logo is in the bottom right corner.

Brain power

By 2020, wind could provide one-tenth of our planet's electricity needs. Already today, SKF's innovative know-how is crucial to running a large proportion of the world's wind turbines.

Up to 25 % of the generating costs relate to maintenance. These can be reduced dramatically thanks to our systems for on-line condition monitoring and automatic lubrication. We help make it more economical to create cleaner, cheaper energy out of thin air.

By sharing our experience, expertise, and creativity, industries can boost performance beyond expectations. Therefore we need the best employees who can meet this challenge!

The Power of Knowledge Engineering

Plug into The Power of Knowledge Engineering.
Visit us at www.skf.com/knowledge

SKF

With his second dream (to start his own business), he could also add:

- recalculate budget considering saving options to start own business in 5 years
- consider possible partnership with friends who are also encouraged to start something
- start market research about project we could start with friends

Plan				
Goals for a year		1. 2. 3. ...		
Goals/ quarter	1 st	2 nd	3 rd	4 th
Task	Start/	End date	Notes	
Task	Start/	End date	Notes	
Task	Start/	End date	Notes	
Task	Start/	End date	Notes	

Figure 5. Example of a plan

In order to reach your dream, start immediately. Do not wait for a better time, when you will have more money or “see a sign”. In order to create something for yourself and keep moving forward, the work starts now.

Only after all these points are considered can we go back and work on preparing for our first job.

2.3 Preparing for the first job – cover letter and CV

Important steps when starting to think about your future job are: preparing an effective resume (CV) and cover letter.

1. Resume

With regards to you resume, here is what to include:

- a) Your name, photo
- b) Your contact details
- c) Work experience – if you have none, the next point is extremely important.

- d) Skills – describe everything you can do, you know about and you can apply to your future job. Focus on the first position you are aiming for. For example: if you are preparing to start as a lawyer's assistant, don't point out that you are a professional dancer. To make this part efficient, write down everything you have and go through the list to formalize it in order to correspond to the aimed job.
- e) Education
- f) References – Use your university advisor or, if you've had part-time jobs, add these references.
- g) Hobbies. You can decide whether to add this point or not.

After you finalize your CV, save it and forget about it for a week or two. Then open it again and read it carefully with a fresh perspective. This will help you make last tweaks. Also check how it looks visually. Is the photo you used professional? Is the CV well-organized? Can you read it easily? What is the first impression? Don't forget you can ask your friends for a little help.

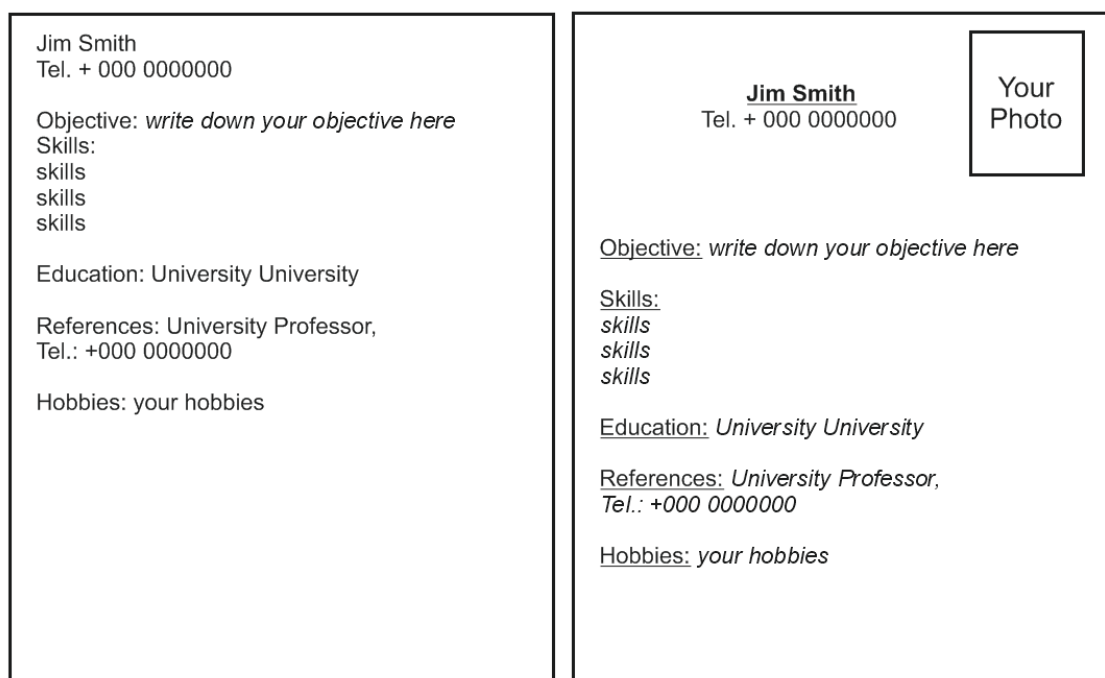


Figure 6. Two CVs: which one looks better?

Many companies are currently offering services like CV and cover letter writing, interview preparation, etc. These are not very expensive and can help a lot. If you prefer to prepare on your own, go for it.

2. Cover letter

You need to simply show why you are the best for this particular position and this company. Show your exceptional style and willingness to work with this particular employee.

I will not present templates for two reasons:

- you need to try it on your own first
- there are many examples online. Try it – making mistakes will only make you stronger.

2.4 Preparing for the first job – interview

So you've been asked to interview. Daunting, isn't it? If you are prepared, there is no need to worry. Here are some points on being as prepared as possible. Ask yourself:

1. What first impression do you make?
2. Have you dressed accordingly?
3. How is your self-confidence?
4. What do your gestures say about you?
5. What do you know about this employer?
6. Classic interview questions.

1. **First impression.**

The first impression about you will be made on few things: how you look (outfit), behave, your self-confidence, gestures and the light in your eyes. If you are self-confident, this will show that you want this job. You will show inspiration to work for this company – this is half the battle.

With us you can
shape the future.
Every single day.

For more information go to:
www.eon-career.com

Your energy shapes the future.

e-on



2. **Your outfit.** You need to look professional: nice suit, clean shoes, nice hairstyle. It doesn't matter whether you are applying to work in a zoo or a big corporation. Forget your backpack, sportswear and other items you use daily. Just follow the rules.
3. **Your self-confidence.** You are the right for the position you apply for, you are the best for it. That is all you need to think about.
4. **Gestures.** Your gestures are the words you don't speak out. You don't have to speak: your body will speak for you. Be prepared, don't be nervous, and practice in front of a mirror before attending the interview.
5. **Know about the employer.** Do your homework, search for information about the employer and about the interviewer. You have to at least know where you are going to be confident that you are applying for the right company.
6. **Classic questions.** One could ask you about your future plans, about how you see your life in five years, including personal plans. You could be asked to do some tests. Don't worry, but be prepared. In terms of your plans, talk about your career. In terms of the five year plan, talk about your career with this particular company. For every answer just be yourself, answer confidently.

You can use professional help to prepare for your interview. Attend as many interviews as possible, this is great practice.

What if Jim goes to an interview? Will sportswear do? Certainly not! Wake up early, keep your mind fresh, take a shower, wear your best suit, clean your shoes and forget about your backpack. That will be the right look for an interview. And smile – your smile is your weapon.

This is what you will need for an interview:

- perfect look
- control over your gestures
- self-confidence
- knowledge about the company and the position you are applying for
- personal strength to be yourself

2.5 New people, new environment

While you may be entering a new environment with new people, you still have yourself, your ambitions and opinions.

You need to remain yourself and become a functional part of the team at the same time. Therefore, you need to have strong opinions while being flexible with the team in order to provide them with better results.

There can be many different situations regarding the way you will work: it could be in groups, or alone, but in any case it will look like Figure 7 below: cooperation and becoming part of a team are essential.

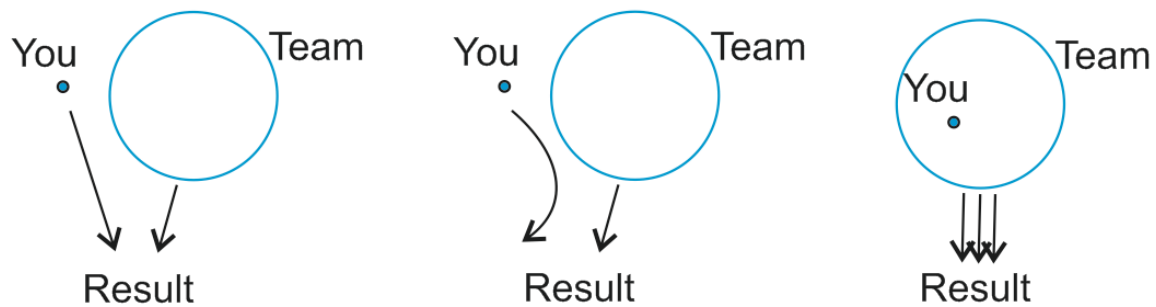


Figure 7. Possible collaboration with your team

These three examples show possible collaboration scenarios with your team. Some jobs have you working on your own a lot, but this work is always part of bigger picture and the company's goal. This is why you shouldn't separate from the others. Always be friendly, helpful and optimistic. The team's dynamic influences the company's dynamic. Remember this while always remaining yourself.

© 2013 Accenture. All rights reserved.

be > your degree

Bring your talent and passion to a global organization at the forefront of business, technology and innovation. Discover how great you can be.

Visit accenture.com/bookboon

Be greater than.
consulting | technology | outsourcing

accenture
High performance. Delivered.

3 Staying motivated

In order to follow your plan and your dream, motivation is essential.

This chapter will look into motivation and more importantly for us, self-motivation. I've heard people say that self-motivation doesn't exist at all. I don't agree with this: we are always moving, evolving towards our goal. We won't always be rewarded for our efforts, and that's why we need to think about self-motivation.



Figure 8. Combination of motivation and self-motivation and its impact on our actions

3.1 Self-motivation

Self-motivation encompasses activities you are constantly doing in order to meet your goal. It could be anything: the image in your mind, a little celebration you've had, your constant work on your plan, etc. All of these activities make you follow the goal and dream you have. Why is this important? Because without self-motivation, your plan will not be of much use.

1. The picture

This is an exercise which will help you be excited about every step you take. All you need to do is to imagine. Imagine everything you want to have, for example, in five years. Your home, lifestyle, work, family, hobbies. How will you spend your days, how will you go to work, what activities will you do, where is your home and who is waiting for you there?

Now, just sit down, close your eyes and imagine this picture clearly in detail. Take your time, work on the picture, paint it. Keep this picture in your mind and remember it every day. Take your time at least weekly to recollect the entire picture with every small detail in it.

2. Finding support

You will need someone who's constantly with you and by your side (spiritually or physically), even if what you are doing sounds crazy. They will lend you support in your strong and weak moments, help you get up when it's needed and celebrate the success you have.

This person is difficult to find. This kind of connection is rare. But believe it – you may already have someone like this in your circle. It could be a parent, a person of your or the opposite gender, even someone living far away, who you see rarely. If someone makes you feel, talk, act, understand differently, look closer. Maybe this is the support you need.

Why do I mention this here? Simply because it's a part of life that can bring you down and make you fly at the same time. In order to achieve your goal, you need both: flying and falling.

3. Celebrations

Remember that you need a lot of strength to follow your plan. You need to picture it, you need support, but you also need to celebrate the little steps you take. It's something that may restore you every now and again when you feel disappointed or are facing difficulties.

"I studied English for 16 years but...
...I finally learned to speak it in just six lessons"

Jane, Chinese architect

ENGLISH OUT THERE

Click to hear me talking before and after my unique course download

3.2 Understanding what motivation is

Motivation comes from the latin 'movere'. It's a combination of internal and external factors that make you move forward. These factors stimulate your desires, your energy. We mentioned internal factors in the previous self-motivation section. Motivation on its own is different.

One reason we move is from desire and need. Our goal, as we are following a dream, is to make all its characteristics work. With clear planning we have both the desire and the need to move, to follow our dream.

In the context of a company, some think that money is the only motivator. While the financial reward is important, it shouldn't be the only element to consider when starting your career. Your goal and dream are also crucial. As you start, you may earn less than expected.

A common mistake of young graduates is to look for something big from the start. This happens when final year students attend interviews and ask for high-level positions, high incomes, offices, business trips and more. HR managers make fun of this!

Career growth should be what triggers your motivation, especially as you will hopefully be trained and educated through trainings and seminars. Take what is offered by your first employer, and look for the elements that contribute to your own personal plan.

You will not always find the ideal job straightaway. In this case, always follow your plan – it's your key to what you want. If you don't, and your employer doesn't offer you enough, you will end up stuck in a routine and possibly experience a burn out. Do not allow anyone to do this to you. You have your plan; consider every possibility to move closer to your goal.

4 The importance of reflection

You may encounter moments when you feel stuck, when routine drives you crazy or, on the contrary, when everything seems to go very smoothly. When this happens, stop for a while and look around. Take a look at people, events...how do you reflect on them, how do they affect your moves, your behavior?

Here are two things to think about:

- While what happens around you should have no impact on your end goal, you can't ignore it. How do you react, absorb and reject or simply reflect on every particular thing around you? Does this affect your movements, your behavior?
- Do not only see the outside world as distractions. It makes you different. You can take in new important information for your further achievements, observe the behaviors of others: experience also comes from the outside.

Don't only focus on yourself. Take in what is around you. Experiences with the outside world, new people, will make you grow. This will definitely help your future and outlook on it.

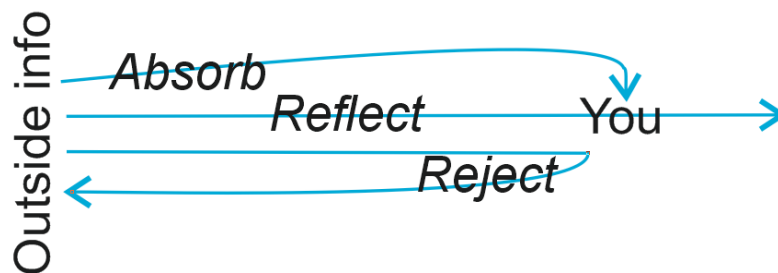


Figure 9. How outside information can made an impact on you

You are not alone: you are a part of the world, of society, of your country's culture, of the field you chose as a profession. You are a unique part of all of this.

5 Don't be a "zombie": relax and enjoy life

But life is not always about searching, researching and discovering. You also need moments to stop, to relax, to reflect on your dreams. This will help your motivation to move forward, to move strongly, fast and effectively.

Routine and overload can turn you into a kind of "zombie", can't it? The automatic tasks you do seem to always go in the same direction. Not everyone can take this kind of routine.

This is why relaxation is so important. Keep time for it even though you are following your plan and strictly doing your personal tasks.

Guarantee that you will take time off by writing it down in your calendar! This will help you notice a ratio: how much time do you use for every part of your life per day, week or month? In order not to be burned out from your job/studies, take this advice and change your plan now.

How do you relax with little time on your hands? This question can be answered in thousands of ways, but is always personal. Think about what makes you feel better, after what occasions or meetings you feel comfortable, relaxed and happy.

Never forget about your relaxation time. Never underestimate how tired you are, keep smiling, and it will all get better: you will be able to solve every task and do much more than you first expected.

6 Distractions

You will probably encounter good and bad distractions along the way. This brings us to emotional intelligence and emotional strength.

1. Emotional intelligence

This is when you do not show that something is bothering you; you keep it all inside. This is not good for you, but it's an image to others. Some people have no problem with showing sadness; they are nervous in public, at their workplace, etc. The term “emotional intelligence” guides us to not be like this, to stay positive, strong and stable with our emotions.

Of course having someone cry and scream at the workplace can be unpleasant. For some people, it's difficult not to do so as it can be exhausting.

With your goal in mind, it's important to stay in control of your emotions. Try not to show too many personal emotions at the workplace. This doesn't mean that you should hide from your colleagues what you are going through – you are not a robot – but professionalism is key. This is your career we are talking about.

DUKE
THE FUQUA
SCHOOL
OF BUSINESS

BUSINESS HAPPENS

HERE.

www.fuqua.duke.edu/globalmba

Learn More >



Click on the ad to read more

In order not to be soft, just remember:

Something terrible has happened; someone died? Yes, that's life, keep moving towards your goal, and don't let anything be visible at work. This will be better for the team you are working in and for your career itself.

Something wonderful is happening; are you expecting your first child? That's awesome; it's the best part of life, keep moving forward, just smile. Feeling tired, exhausted, like nothing will switch you on anymore? Ok, take a short break and relax for a while. But always remember: keep moving towards your goal, your dream. It doesn't mean you should hide from what is going on, it's only a general rule for you, your team and your career. Sure you are not a robot, but you should behave professionally at first. Maybe it sounds inhuman, but this is your career and personal emotions should not interfere.

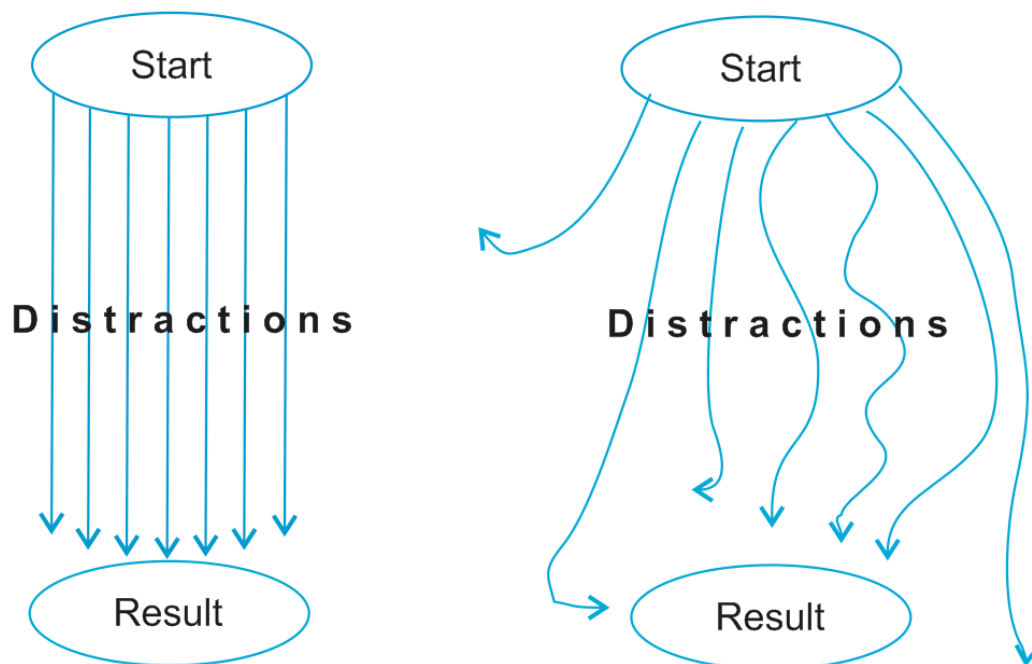


Figure 10. Two ways to reach your result with distractions

Distraction can be a waste of time that can change your direction and final result. There are many examples, and here's one:

- Friends invited you for dinner. You know you have to finish your CV this evening and have papers to finish tomorrow. However, you say yes to dinner. You do need relaxation time every now and again, but if tomorrow someone shows up with a bottle of wine...

Try to check your schedule and filter what amount of time you can manage to keep for entertainment. Then plan it. Use your diary wisely and try to cover all tasks.

Here is an exercise. If you feel that your planned schedule is not really working because of distractions, try this. Take a new piece of paper and make notes for the following two weeks. Include date and time and be as precise as possible. It should look like this:

27 March 2014

9:00 Breakfast

9:30–12:30 University

12:30–13:30 Lunch with friends

13:30–15:00 Discussion board, negotiations class

15:00–18:00 Café – drinks with friends

18:30–20:00 conversation with parents about my future

20:00–21:00 social networking

21:00–00:00 gaming

Do this for two weeks, every day.

After these two weeks, check how much time you spent on each activity. Where can you cut off entertainment to prepare your course work or apply for that programming course you always wanted to do? Then plan a new week considering changes and make a precise plan, placing the most important elements at the top.

Set an order – from the most important (something you should do) to something that is split in time, but still important. And last but not least: your free time, entertainment, games, etc. You shouldn't totally remove entertainment, but do not grant it more than 60% of your time.

Conclusion

Always stay focused on your goal. Distractions will keep happening, so no need to embrace them every time they appear. Use your time wisely, plan it, use a precise planner in addition to your general “**What Can I Do**” plan and “**Dream Map**”.

7 Failure and success

Everyone experiences failure and success. So do you. Do not count on the fact that you will reach success directly, that you'll never be distracted or demotivated. Your goal is to build your inner strength to stand up to failure, to stay positive. When you do achieve success, do not become over-excited and stay motivated to work even harder. Don't let go of your energy just yet.

As the path may seem long, it's important to stay on it, to stay stable. Sometimes, you will ask yourself: what is all this for? Why did I set up this goal and why am I following it? Sometimes, what you are doing seems insignificant compared with what is happening around you, compared with global circumstances. But if you have set your goal, it's essential to go for it in order for your life to feel complete and meaningful.

In general, if you are able to deal with distractions, you will keep moving.

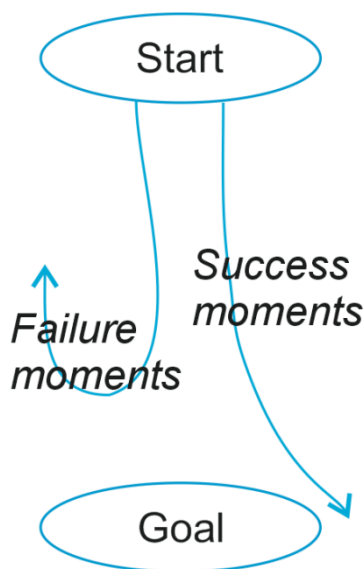


Figure 11. How failure and success may distract you on the way to your goal

Failure. Try to stop and look around, as we've mentioned before. Try to go for a walk alone or with a friend. Try to stay with your family. Try to relax by reading, for example. Try to make things that help you analyze and understand yourself. Anything that appears on your mind now, reading these words... just do it.

Success. This is another type of distraction. Often people who've achieved a part of their goal celebrate for too long. Stay focused on your final goal, keep an eye on what you want.

Conclusion: Keep moving, stay positive

Another way to keep moving and away from distractions is coming back to your list and plan.



Figure 12. From start to finish

In the appendix section, you will find all templates needed and mentioned in this book. Figure 12 shows you the way to work through them. Just clear your thoughts and follow the templates, prepare a precise plan and follow it. And remember: remain positive at all times, with every new step you take.

This is just the beginning! Let's go!

Appendices (templates)

Appendix 1

What do I have?

General

--

Personal

--

Career/Skills

--

Other

--

Appendix 2

What do I need to achieve?

Skills

Education, qualifications

Self-organization, self-motivation

Changes in my time management

Other

Appendix 3

Dream Map

My perfect life in 1 year

Career (*position, company type, income level, etc.*)

Personal life (*family, freedom, free time*)

Hobbies, travels, other activities

My perfect life in 5 years

Career (*position, company type, income level, etc.*)

Personal life (*family, freedom, free time*)

Hobbies, travels, other activities

My perfect life in 10 years

Career (*position, company type, income level, etc.*)

Personal life (*family, freedom, free time*)

Hobbies, travels, other activities

Appendix 4

Planner

Goals for the year		
Goals per quarter		
Monthly plan (tasks and deadlines)		
January	<i>Task</i>	<i>Dates</i>
February	<i>Task</i>	<i>Dates</i>

March	<i>Task</i>	<i>Dates</i>
April	<i>Task</i>	<i>Dates</i>
May	<i>Task</i>	<i>Dates</i>
June	<i>Task</i>	<i>Dates</i>
July	<i>Task</i>	<i>Dates</i>
August	<i>Task</i>	<i>Dates</i>
September	<i>Task</i>	<i>Dates</i>

October	<i>Task</i>	<i>Dates</i>
November	<i>Task</i>	<i>Dates</i>
December	<i>Task</i>	<i>Dates</i>
Notes		

Join American online **LIGS University!**

Interactive Online programs
BBA, MBA, MSc, DBA and PhD

Special Christmas offer:

- ▶ enroll **by December 18th, 2014**
- ▶ **start studying and paying only in 2015**
- ▶ **save up to \$ 1,200** on the tuition!
- ▶ Interactive Online education
- ▶ visit ligsuniversity.com to find out more!

Note: LIGS University is not accredited by any nationally recognized accrediting agency listed by the US Secretary of Education. More info [here](#).



Appendix 5

Weekly plan (tasks and deadlines)

Monday	<i>Goal</i>	
	<i>Task</i>	<i>Deadline</i>
Tuesday	<i>Goal</i>	
	<i>Task</i>	<i>Deadline</i>
Wednesday	<i>Goal</i>	
	<i>Task</i>	<i>Deadline</i>
Thursday	<i>Goal</i>	
	<i>Task</i>	<i>Deadline</i>

Friday	<i>Goal</i>	
	<i>Task</i>	<i>Deadline</i>
Saturday	<i>Goal</i>	
	<i>Task</i>	<i>Deadline</i>



ie business school

#1 EUROPEAN BUSINESS SCHOOL
FINANCIAL TIMES 2013

#gobeyond

MASTER IN MANAGEMENT

Because achieving your dreams is your greatest challenge. IE Business School's Master in Management taught in English, Spanish or bilingually, trains young high performance professionals at the beginning of their career through an innovative and stimulating program that will help them reach their full potential.

- Choose your area of specialization.
- Customize your master through the different options offered.
- Global Immersion Weeks in locations such as Rio de Janeiro, Shanghai or San Francisco.

Because you change, we change with you.

www.ie.edu/master-management | mim.admissions@ie.edu | [f](#) [t](#) [in](#) [You Tube](#) [u](#)



Click on the ad to read more

Appendix 6

Weekly planner and overview

Monthly Goals		Week #
Weekly Goals		
Monday <i>To do list</i>	Tuesday <i>To do list</i>	Wednesday <i>To do list</i>
Thursday <i>To do list</i>	Friday <i>To do list</i>	Saturday <i>To do list</i>
Sunday <i>To do list</i>	Notes	