

# THRIVE IN YOUR PROFESSIONAL CALLING!

Reset your career, end job  
suffering, and thrive.

*Tajan*  
RENDEROS  
COACHING

This workbook is for you if you're in a job that just isn't the right fit for you at this moment. You're a career seeker who wants to transition to something that is more than just a job. You might be feeling like:

- you're not growing in your current job
- you're not being challenged
- your work doesn't feel meaningful or fulfilling to you
- you're not valued in fair pay or otherwise

You know you want a job where you don't feel these things. You know you want a job where you can use your unique set of skills, strengths, experience, and gifts. You want to do work that is meaningful and makes a difference. You can imagine what it would feel like to have a job like this, but you're not exactly sure what that job specifically is. Also, you're not exactly sure how to get there. This workbook will help you pave the way to your next job that is on your ideal career pathway.

## Step 1: Get clarity on what you want for an ideal job

You're using this workbook because you're already clear on what you don't want. Now it's time to get clear on what you do want from your next job. A vision for the job you want will propel you on your journey to find it. It's hard to have a vision for what you really want if you're not in tune with your inner guide.



Watch my vlog on '[Listening to your inner guide](#)' to figure out how you can discern your inner guiding voice, despite conditioning to follow guiding voices from family and the dominant society. I describe steps you can take to recognize, listen to and move in the direction where you need to go. If you've never taken these steps, plan to take them and journal about your experience below. Your inner guide is a precious gift, honoring it will never disappoint on your journey.



**The next exercise will help you craft your vision.**

In a calm environment, write down what it would be like in your ideal job. Write whatever comes to mind without editing your thoughts or words, allow yourself the freedom to let your mind wander and imagine without considering whether or not your ideal scenario is realistic. Your thoughts should be very detailed, specific and engage all your senses. Be sure to include details like when you wake up to get to work, how you commute, where you work, who you work with, how you work with them, what you're working on, and how all of this makes you feel during the day and at the end of your workday.



Now read your vision statement and answer the following questions in your workbook informed by what you wrote in your vision statement while filling in any gaps that are now apparent.

**What kind of people do you want to work with?**

What is your optimal working environment that is ideal for you, the lifestyle you want, and your core values? Is it family-friendly, flexible, fast-paced or relaxed?

What working environment do you want to avoid?

What kinds of work do you most want to be doing? Are you managing staff around projects of your own design or working as an employee for a company?

**TIP**

Are you wondering whether you should start your own business. Read this helpful [blog](#) from a career coach who asks some powerful questions that will help you figure out whether or not you're starting a business for the right reasons, the viability of your idea, assessing your mindset, skills, and readiness to become a business owner

**Not clear on what kind of work or job you actually love doing?** Use the tool below



**TOOL:** The [iStart Strong report](#) is ideal for first-time career seekers and those considering a career transition. It identifies your interests and demonstrates how they relate to various occupations and careers. It can help heighten self-awareness and provide deeper understanding of individual strengths and blind spots, including work style and risk-taking orientation. If you've felt disconnected at work for a long time this can help you reconnect.

**What problems do you like to solve in workplace settings? Or what problems do people say you're good at solving that they tend to come to you for at work?**

**TIP**

Not clear on what problems you're good at solving, review past performance reviews for common themes across staff who provided a review of your work. If you don't receive feedback from multiple staff members for your performance review, ask friends and family to answer this question.

## What are your greatest strengths in the workplace?

**Not clear on what your unique strengths are.**



**TOOL:** Take the [VIA Character Strengths Test](#). It's available for free. If you're not using most of your top 10 strengths at the workplace, studies show that you will be highly likely to be unhappy.

**TIP**

Be sure to communicate your strengths on interviews, and continuously seek out opportunities to utilize those strengths at your new job.

**TIP**

If you have a vision board, be sure to add your vision for your ideal next job on your career pathway to your vision. Place your vision board somewhere that makes you see it every day.

## Step 2: Address your mindset

As you strive to clarify and achieve your vision for your new job, maintain a sense of gratitude for the job you have currently since it is providing for your needs, and the needs of your family right now. It is very important not to ruminate in negativity around your current job and how much you hate it. This negativity can sap your energy, making it more difficult for you to have tenacity required to get your new job.



### Maintain a gratitude journal

At the end of every day as you're working through this workbook, write down three things that you are truly grateful for. These things could be small courteous gestures from a stranger or bigger acts of kindness. For example,

- I'm grateful for the man who asked how I was doing on the bus and meant it.
- I'm grateful for my daughter's smile when she woke up this morning
- I'm grateful for the freedom that my job gives me to pursue my passions

**?**

### What fear-based limiting beliefs are holding you hostage?

In this exercise, you will get clear on the beliefs you have that make you stop in your tracks from taking any steps to find your ideal job even though you are dissatisfied with your current situation. Often times, these beliefs and stories we make up

are deep-rooted and we believe that they are absolutely true. Here's a helpful [blog](#) that highlights the most common limiting beliefs that keep us stuck. It's important for us to be conscious of what these beliefs are, so that we can uproot them when they creep up, and counter them by affirming the core beliefs that we really want to live by.

Take a look at your vision statement for your ideal job and career. What are the limiting beliefs you have about why you can't manifest this vision in your life?

1.

2.

3.

4.

**What affirmation(s) can you say every day as you do work to find or create your dream job and career that can counter this fear?**

Four horizontal rounded rectangular input fields for writing affirmations.

### Step 3: Create a roadmap to your ideal career

Now that you have clarity on your vision for your ideal job/career, and you have a more positive outlook on your current situation and prospects of finding your ideal job/career, it is time to create a roadmap to get you there.

- If you are still uncertain about which career pathway to choose, consider the following questions

**1. Who could you conduct an informational interview with to learn more about potential career options?**

A large horizontal rounded rectangular input field for answering the question about informational interviews.

- If you are certain about your career pathway, but it's such a major detour from the career you have had so far, please complete the following table to determine what additional education you might need prior to switching careers completely.

Ideal next job	What additional education do you need?	Timeline to achieve educational goals

### Action plan worksheet

Edit and complete the first two columns of the action plan worksheet template and reference it frequently to keep you organized and focused on taking necessary steps to achieve your job and career goal.

**Job/Career Goal:**

Major actions required to achieve goal	Deadlines for action steps	What do I need to learn in order to achieve these major actions? And from who?	Structure I need to ensure that major actions are achieved	Who can support me?	Celebration plan when milestone achieved

## Step 4: Get the support you need

You've created a roadmap with action steps that specific, feasible, and time-phased that you can hold yourself accountable to, now it's time to figure out what your learning needs are and what support structure you'll need. Below are several resources you can use to meet your learning needs and provide structure.

### Resources

#### Career coaches and head hunters

If the prospect of your job search seems daunting and overwhelming to do on your own even with the help of a workbook like this one, then you probably need to seek the assistance of an experienced career coach and/or a head hunter. Read this [blog](#) to understand the benefits that investing in a career coach and head hunter can provide.

#### LinkedIn Optimization

Here is a helpful [blog](#) offering three rules to get you started on improving your LinkedIn profile to aid your job search

## Resume and Cover Letter

Here is a helpful [resource](#) that you can use to refresh and optimize your resume and cover letter.

## Networking

Here is a helpful [resource](#) from the University of Michigan on networking that can help you feel more confident if you struggle with networking.

## Informational Interview

Here is a helpful resource including tips for going on an [informational interview](#) where you are seeking leads and information regarding a career path or an employer by talking to people who have been suggested for you to connect with.

**Complete the rest of the table (columns 3-6) of the action plan** and reference it frequently to help keep you organized and focused on meeting your learning needs and setting up the support network you'll need to achieve your job/ career goal.

**Job/Career Goal:**

Major actions required to achieve goal	Deadlines for action steps	What do I need to learn in order to achieve these major actions? And from who?	Structure I need to ensure that major actions are achieved	Who can support me?	Celebration plan when milestone achieved

## Final Remarks

Career transitions are not easy, and you don't have to make this leap alone. Check out a really helpful [vlog](#) called "**Why you NEED a retreat process to discover and pursue your calling**". If a workbook alone is not enough and a retreat process seems like a good fit, check out my upcoming retreat in my island home at beautiful Negril, Jamaica in September 2018 at [www.liveyourcallingretreat.com](http://www.liveyourcallingretreat.com) and then set up a [complimentary clarity call](#) with me to see how this or any other services might be a right fit for you.

### Contact Tajan

(781)715-3659

[info@tajanrenderos.com](mailto:info@tajanrenderos.com)

[www.tajanrenderos.com](http://www.tajanrenderos.com)

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