

# The Healthy Career Check List



By Carole Brown

How healthy is your career? Do you pay enough attention to it? By a healthy career I mean one that is true to your values, enables you to use and develop the skills you want to and is connected to good networks.

Here are **10 essential questions** to help keep your career healthy and on track.

## **Does your current job aligns with my values and interests?**

Everyone has a different set of work values. They can relate to income, security, flexibility, work-life balance, team work, work culture, career progression, learning opportunities and so much more. They are very important to identify and try to achieve, at least for the most part, in your job. Try making a list of what is most important for you right now in your career.

## **Are your networks are strong?**

Most jobs are found through your contacts and networks. It's important to build and support your networks, so that you can give as much as you receive - reciprocity is very important! Think about who is in your network and in a position to guide you, and provide advice, ideas, information and encouragement about potential work opportunities.

## **Do you have a mentor/s to go to for guidance and advice?**

Mentors can be very important in developing and supporting your career, by providing an objective voice of reason and experience. Being a mentor yourself can be a great way to learn more about yourself and give back to others. Many people have mentors without even knowing it! Whether it be a formal or less mentoring relationship, seek out a mentor/s if you don't have one.

**Do you have a Plan B?**

Change can occur very quickly in modern workplaces, sometimes unexpectedly and without warning. Ask yourself, what would you do if your job ended today? Do you have something in mind that you could turn to? Is it well planned and thought through? How easy would the transition be? How transferable are your skills? These are just some of the questions that arise when identifying your Plan B (and perhaps 'C', 'D' and 'E!').

**Do you have a comfortable mix of work and other life commitments?**

Achieving a comfortable balance of work, family and other commitments is something most of us strive for, but success can be elusive. Ask yourself, what is it that needs your attention most at work and in the rest of your life, and let go of what doesn't matter as much (at least for now).

**Are you managing your workload effectively?**

Similarly, what you give your attention to at work will greatly impact how much you like your job, the quality of the workplace relationships you develop and your ability to switch off and achieve the life balance you are seeking. Chances are you are never going to be asked to do less at work, so how good are you at saying no to ever-increasing demands?

**Are you committed to learning and developing new skills?**

In order to be employable you need to keep updating your skills and knowledge. This can be achieved in many ways including learning on the job, through on-line training and formal courses. Don't ever stop learning! What do you need to/want to learn? Make whatever it is part of your career plan.

**Do you have a reasonable knowledge of the employment market?**

How would you rate your current knowledge of the labour market and the opportunities out there? Do you know how to find out? While it is hard to predict what the jobs of the future are going to be, there is a lot of information available right now to you through government websites, job vacancy boards, and your networks and contacts, just to name a few!

**Is your resume is up to date**

A smart idea is to make a point of updating your resume or CV regularly. This helps you to avoid old-fashioned formatting and allows you to keep content current and relevant. It also allows you to avoid that panic and hard work when you come to apply for a new job. Of course these days, lots of recruitment occurs through social media, so make sure your profile/s is up to date and presents you in the way you want an employer to notice you!

**Are you ready to go with job interviews?**

If you are one of those few people who actually enjoy interviews, then this should be a good score for you. For most of us who find interviews nerve-wracking and to be endured rather than enjoyed, then preparation and practise is the key.

**Have a career question? Go to <http://careeractually.com/ask-a-question/>**

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