

Career & Assignment Nirvana Workbook



This workbook is private and confidential and is intended for the personal use of...

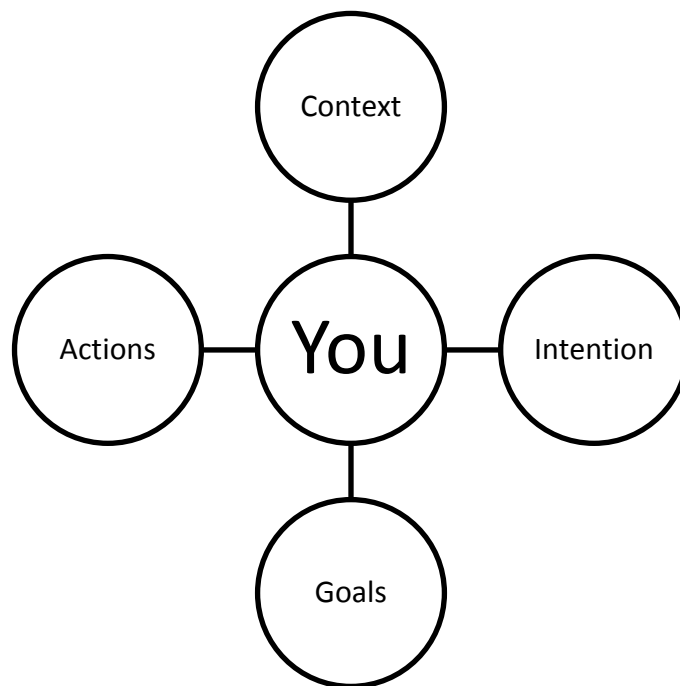
BACKGROUND:

This Workbook is a tool to help individual practitioners take their careers to the next level. It is intended to accompany the presentation [Career and Assignment Nirvana](#).

The concept of nirvana has been described as *the perfect peace of the state of mind that is free from craving, anger and other afflictive states*. For the purposes of this workbook and the accompanying presentation, career and assignment nirvana is considered to be an improved and more rewarding professional practice which better aligns with you and your goals.

This workbook is based on a simple Career and Assignment Portfolio Planning Model outlined below. The model and this workbook are all about you – the professional.

Elements of Career and Assignment Portfolio Planning



The above model outlines the 5 major elements of career and assignment portfolio planning. When these elements are aligned you'll be better able to realize career nirvana.

For further information about the application of this tool or to provide feedback please contact info@talentlogix.com or visit www.talentlogix.com.

SET YOUR CONTEXT USING THE DIMENSIONS MODEL

The framework below uses a series of sliding scales which represent a spectrum of 2 extreme end-points each characterizing aspects of your career or assignment portfolio. To apply the model you should customize it by identifying career dimensions which are relevant to you and deleting or adding lines in the model to suit you. Your final personalized framework should probably have between 4 and 8 dimensions (lines).

Place a dot somewhere along each line to plot where your current job or assignment portfolio is today. Plot where you think you ideally want to be by using a different colored dot or marker. Plot a few alternatives which might suit you. Each alternative should combine to be a logical job or assignment mix relevant to you now or in future. Reflect on the alternatives and consider which one feels best for you. Consider how fundamental a shift might be required to get from where you are today to the alternative which feels best for you. Using the tool on the next page of this workbook, consider the major theme(s) of your ideal case and capture this in a compelling statement – your intention.

- Me Today
- My Ideal
- Option A
- Option B

Delete dimensions which don't apply to you

Add dimensions which do apply e.g. *Dimension N*

Plot you today, your ideal, or other use cases

Reflect on your current situation and alternatives

Generalist	_____	Specialist
Enterprise	_____	Independent
Long	_____	Short
Thinking	_____	Doing
Technical	_____	People
Somewhere	_____	Anywhere
<i>Dimension N</i>	_____	<i>Dimension N</i>

DEVELOP YOUR INTENTION

Considering your ideal career or assignment mix developed using the dimensions framework write down the major themes associated with it. Then write down phrases which encapsulate these themes as you would imagine a marketing expert might as they developed a marketing campaign for a new product or service.

From your working notes, develop a compelling statement – your intention. Start with drafts and then hone in on one overall statement of intention. The statement should make you feel good and represent value to others. It should naturally roll off your tongue like a very familiar and comfortable saying. If your intention is not a fundamental shift from your current situation, your friends, family, coworkers, and clients should be able to recognize you in this statement.

Themes of my target career or assignment mix:

-
-
-

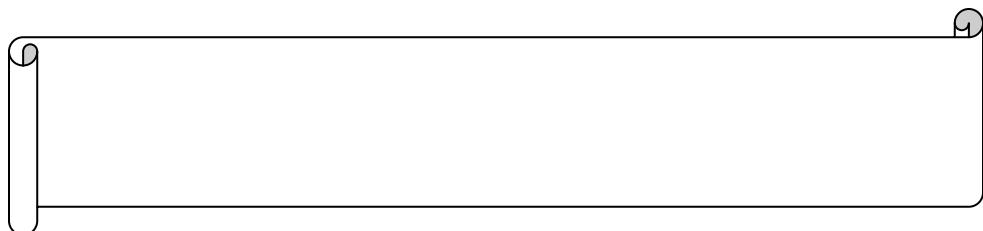
Words or phrases which encapsulate these themes as a marketing message:

-
-
-

Draft compelling statements which represent my intended value

-
-
-

My Intention:



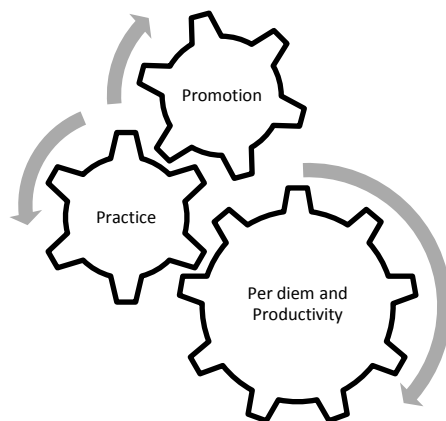
SET YOUR GOALS AND WRITE THEM DOWN

Most practitioners consider goal setting as too theoretical and don't apply it – at least not the part where you write down your goals. Don't follow these cynics. Follow through on YOUR intention and write down your goals so you can plan, manage, and realize results (nirvana).

There are many frameworks for goal setting. Consider making your goals SMART by ensuring they are specific, measurable, achievable, relevant, and time bound.

Goal Description (Be Specific)	Measure	Timeframe	Comments (Consider Relevance)

Consider your marketing mix when you set your goals. Traditionally the marketing mix is considered to include the 4 P's of product, price, place, and promotion. As a professional practitioner your marketing mix may include a modified 4P's: the services you provide – your PRACTICE; your hourly or PER DIEM rate, your utilization or PRODUCTIVITY, and PROMOTION. Your goals should consider all of these elements and their relationships to each other.



You should also consider the relationship of your goals and their sequence. Develop your goals and the required steps to achieve them into a staged plan of action using the framework outlined on the next page of this workbook.

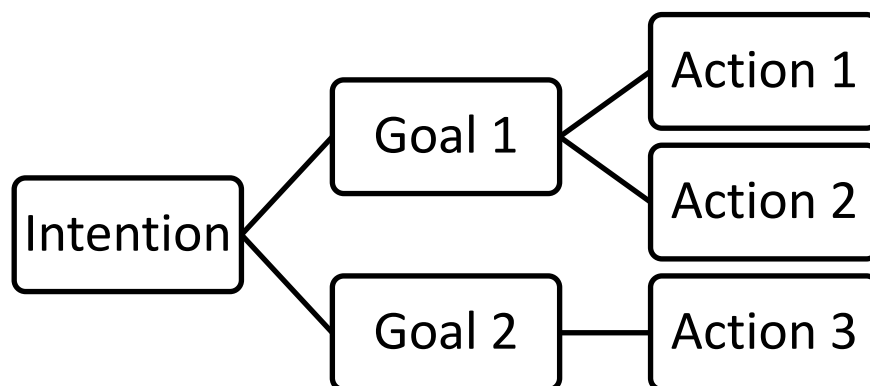
DOCUMENT YOUR ACTION PLAN

Manage your career and assignment portfolio like a project. Be an advocate for yourself and a Project Manager for the results you want. Apply common sense planning practices to what is arguably the most important project of all - you. Working from your intention and goals, identify predecessor actions required to achieve the results you want.

Your plan might include things you need to do to adjust your marketing mix. Maybe you've identified a new practice area which requires some training. Maybe you've decided to pursue fewer longer term projects and you think lowering your per diem is appropriate given the productivity level you expect to achieve. Maybe you're just bored and you need to see some fresh ideas so attendance at an industry conference seems like a good idea.

Your plan may be focused on overcoming some obstacles you've encountered. If you're stuck on a long term project and are hell bent to get off it, your plan might involve promoting yourself with an updated resume and some serious networking before you become very aggressive with an ultimatum to your practice leader about a timeframe for transition.

These are basic examples and may seem over simplified. However, two fundamental "truths" apply and are key ingredients to achieving career nirvana. First, "if it's worth doing, it's worth writing down." Secondly, "you can't manage what you can't measure." So do yourself a favour - develop a plan, write it down, and execute it. Surprisingly few practitioners actually do this.



Execution of your plan is not easy. Consider getting help. If you don't have a mentor or someone who can help you think, plan, and take action - consider getting one now. Ask someone you trust. You may be surprised at how willing people are to help. You might consider a small group of peers to form a career lunch 'n learn team. Don't wait, just do it now.