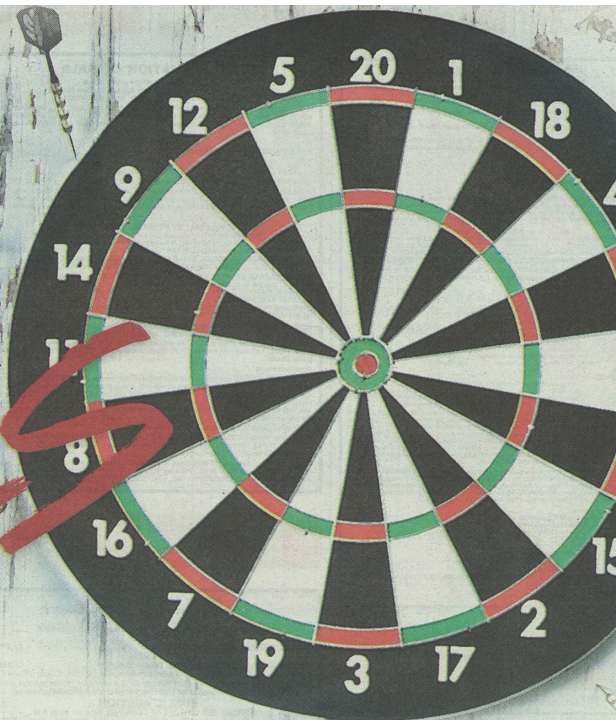


AIM FOR YOUR CAREER

GOALS



ACCORDING to research, one of the Top 10 popular New Year's resolutions is job-related. However, in the busy months that follow, many of those goals are forgotten and never achieved.

Here are 10 steps to realise your professional objectives, and take control of your career:

1 Explore your career options - Reflect on your job by asking yourself these questions: Does my current position utilise my professional abilities and talents? Am I maximising my earning potential? Am I doing what I was born to do or something that I am passionate about? If the answer is an overwhelming "No," assess your work style, and personal characteristics, and discover a career field that highlights them.

2 Brush up on your job skills - On the other hand, if your career suits you, take time to better yourself at what you do. Stand out from other employees by completing the latest training, and updating your industry expertise.

With an Internet connection, workforce development is at your fingertips. You can peruse the internet from the comfort of your home, to find convenient options that will bolster your skill sets and strengthen your resume.

3 Meet with your boss - Instead of guessing at your strengths and weaknesses, gain the input you need directly from your boss. Schedule a lunch, or sit down over coffee, to get their opinion on skills that will boost your advancement possibilities. Meeting regularly to review your performance will help you re-evaluate your goals and set priorities.

4 Set realistic career goals - Identify what you want to accomplish professionally, and write them down in order of priority. Your goals may include improving current work performance, being promoted to a job that you are qualified for, or making a complete career switch. Just make sure each goal is specific and attainable.

5 Establish a plan of action - Think of the required steps you need to take to get your 2014 career goals underway, and put them down on paper. Give yourself deadlines to follow, but keep them realistic. Remember that becoming CEO of a company does not happen overnight.

6 Start preparing now - What are you waiting for? The beginning of the New Year is a perfect time to get a head start on your career goals. Make a list of career challenges to conquer this week and celebrate your achievements along the way. The small steps today will lead to big accomplishments later.

7 Get organised - Take time in the slow weeks to rearrange your files so they are more organised and efficient. Start by archiving anything you haven't sourced in the last year into a file cabinet further from your desk, leaving the files used daily closer, and less cluttered.

8 Analyse your work day for efficiencies - Practice better time management in the New Year. Are you making your phone calls when people are normally at their desk (8am - 9:30am), rather than in meetings or at lunch (10am - 1pm)? Are you spending too much time on certain activities? Make a to-do list before you leave the office, and dedicate the next day to completing those tasks.

9 Boost work relationships - Strong relationships with people you work with can develop in small ways. For example, keep a positive attitude when working with others, add co-worker birthdays into your calendar, and recognise them on their special day. Maintaining good relationships with colleagues will not only make the office a place you want to be, but also boost work productivity. And, you never know who may get promoted and become your next boss.

10 Follow through on your actions - Taking control of your career will not happen unless you follow through. Visualise your success regularly, and don't be afraid to ask for help when necessary. More importantly, pursue your goals aggressively and resolve not to give up on reaching them.

- Compiled by 1Kclassifieds Team