



Are you MASTER of your career domain?

60+ BOLD moves to position you for
greater professional success

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ARE YOU MASTER OF YOUR CAREER DOMAIN?

60+ BOLD MOVES TO TAKE NOW

Struggling with mid-career muddle? Does your work or profession no longer energize you? Maybe you've been in the same job for many years (or decades) and are feeling marginalized, bored, or invisible. Don't sulk, slack off, or blame the boss. Use those feelings as an impetus to change. Become master of your career domain.

Take responsibility for your professional development. Grow your skills. Change direction. Stretch beyond your comfort zone. Have a little fun.

Stop waiting for something to happen. It's up to you to make the first move. Here are a few to get you started!

- OWN your professional success.
- CREATE a one-page vision of your perfect work. Be receptive to new opportunities.
- DEVELOP a powerful 10-word tag line that best describes your professional strengths and use it at least once in the next week.
- ALWAYS BE LEARNING. Make a list of any new skills you've added in the past year.
- ASK for greater responsibility in your current gig without expecting a salary bump or title change. Do it because it serves your long-range professional aspirations.
- IDENTIFY the competencies, projects, and relationships that will upgrade your skill set and position you for a higher-level position.
- Take a CONSULTATIVE approach to your current work by imagining that you've just been hired to assess your team's strengths, weaknesses, opportunities and challenges. Write a report of your recommendations and action items to be implemented.
- If you've been in the same job for a few years, CREATE an engaging and energizing 90-day ramp up plan as if you are new to the role. OBSERVE leadership, your direct manager, yourself, your team, and your colleagues with an open mind. Make a list of current challenges. Commit to upgrading your performance, adding value, and focusing on impressive customer service (internal and external).
- UPDATE your resume frequently. Nothing new to add? Challenge yourself to learn something new in the next 30 days. Focus on anything that positions you for greater responsibility, or, that builds your skill set for a possible career transition you're considering.
- READ a new book that offers an updated perspective to your work or perhaps challenges the status quo.
- CREATE or update your LinkedIn profile with a focus on highlighting your uniqueness. Instead of branding yourself with your job title, use your 10-word tag line, or ask a provocative question to engage potential connections.
- If you're considering a career transition, RESEARCH 10 or 15 companies that intrigue you—even if you're not sure what you would do for them.

- Use LinkedIn to connect with current (or former) employees who've worked at any of the companies you've identified
- Summarize your results. How does what you've learned clarify your career trajectory?
- ANSWER the following questions:
 - Do you like the company you work for?
 - Do you enjoy your work?
 - Do you feel engaged and inspired most days?
 - What changes would increase your level of satisfaction?
 - What small (or BOLD) action can you take to move you in a more positive direction?
 - Is it time for a change?
- BRAINSTORM a bullet list of at least 20 things that make you unique. Challenge yourself to add something new every single day. Don't limit yourself to your current job; take a broader view. Think multifaceted (interesting), not one-dimensional (boring).
- GIVE YOURSELF A REALITY CHECK at least annually and answer the following questions:
 - If you take no proactive responsibility for your professional development, where will you be in one year? Five years?
 - How do your answers shift your thinking?
 - What needs to change?
- CONNECT in person with someone outside your current department who interests you.
- IDENTIFY your key customers (think internal and external)—Call or meet with them quarterly;
 - Ask about their most pressing business challenge;
 - Ask what you can do to better support them
- WRITE an article or case study about a recent challenge you've experienced and discuss the outcome. Be willing to take a stand. Identify lessons learned, and how others can avoid the issues you encountered.
 - Post your article on LinkedIn
- JOIN a professional affinity group or association and get involved (join a committee, offer to speak, etc.)
- INVITE a recruiter to lunch or breakfast. Think of three key questions you'd want to ask.
- CONNECT with your direct reports. Have coffee to check in. Identify three questions you would like to ask (think in terms of deepening your connection with each person; how you can support them; what you can do differently in managing them; explore their career goals). Better yet, give them the opportunity to ask YOU three questions! The goal is to connect; don't turn it into "shop talk" or an informal performance review.
- IMPLEMENT a list of *Best Practices* for your specific specialty area and rate yourself in each category. Set a goal of improving 1% each day.
- COLLABORATE with your team and direct reports to create departmental *best practices* with a focus on upgrading individual and group effectiveness.
- SPEND less time competing, and more time collaborating.
- ENVISION your next career move. Research the skills and qualifications needed and identify the items you're missing. Create a plan and timeline to add them to your skill set.
- RESEARCH a topic you want to know more about (even if it's not relevant to your current role).

- STOP complaining.
- NEVER gossip.
- FOCUS on adding value.
- SEEK to understand the needs of your key stakeholders and make impressive customer service the foundation of all that you do.
- CONNECT with people outside of your immediate work team/department. Find out what challenges them.
- RESEARCH your top three ideal employers. Compare and contrast them to your current gig.
- BUILD your personal and professional network.
- IMPLEMENT a **keep in touch strategy** to deepen your network connections. You never know how or when your contacts may be useful to you; so keep them current. Offer to help people in your circle and build a solid professional presence.
- GIVE a talk or join a panel discussion to increase your visibility and credibility.
- HIRE a coach to help you upgrade your professional development and leadership presence.
- IDENTIFY areas for development and create a plan to improve in those areas. Don't limit your development to your job—developing yourself outside of work strengthens your personal foundation and those improvements WILL have a positive impact on your professional identity.
- WHAT do you want to be known for professionally? What do you need to do/who do you need to become to make it happen?
- ACT ALWAYS WITH INTEGRITY. Take the high road and stop trying to be right or have the last word.
- OWN everything. No blame. Ever. Take full responsibility for your actions and progress.
- STOP waiting to be discovered. If you're not where you want to be, create a plan to move in a more satisfying direction.
- RUNNING on empty? Use your vacation time!
- FEELING STUCK? Identify one small action you can take immediately to improve the situation.
- TRACK YOUR TIME for a week (including one weekend) and identify what pulls you off task. Create a strategy to keep yourself focused on your highest priorities. Tip: working more is not a good solution.
- SHIFT YOUR PERSPECTIVE and view your department from your customers' point of view. What needs to change? What can you do to make the first move?
- CLEAR YOUR MIND. Step away from your environment for at least 15 minutes every day to declutter your thinking and get your body moving.
- SIMPLIFY your morning routine so you don't arrive at work stressed, frazzled, or late—especially if you lead a team/have direct reports.
- BREATHE.
- REFOCUS. If you're always reacting, discipline yourself to stop a few times every day to reconnect with your highest priority tasks/projects.
- LOOSEN your grip. The only thing you can control is your own actions and how you view a situation.
- STOP hiding behind email. Make eye contact. Meet over coffee. It will dramatically shift most outcomes.

- DEVOTE 10 minutes at day's end to stack your crap and identify the next day's top three highest priorities. Make sure that "short list" is the first thing you see when you arrive the next day.
- DELEGATE. It helps you stay focused on highest priorities and builds your team's competencies.
- FORGET your job title and identify the specific tasks/projects/clients that most inspire and energize you. Then identify the tasks/projects/clients that suck the energy out of your day. How do your answers inform your current and future career aspirations?
- READY for more? Create a 90-day action strategy to increase your visibility in your current field.
- STOP HIDING. Get out from behind your desk, cube, or computer screen and see what's going on outside your narrow area of focus.
- COMMIT to NOT taking working home on the weekend. Best strategy? Eliminate your greatest daily time-wasters. Block out time on your calendar so people can't schedule you.
- SCHEDULE quarterly "Massive Action" days to plan/work on "big rocks" projects and/or eliminate administrivia that can't be easily delegated.
- BE PROACTIVE with your internal and external customers. Reach out regularly rather than waiting for them to call you.
- START a blog that highlights your expertise or helps position you for your next career pivot.
- LEAVE work at work as much as possible. Your results will improve when you make time each day to clear your head and decompress.
- EMBRACE a coaching leadership style and watch your team rise to the occasion!
- START a side-hustle or volunteer your services. Anything that offers you the opportunity to broaden your skills, create another income stream, or position you for a career pivot.
- STOP sacrificing quality of life and START making time NOW for all the things you're putting off until someday...
- ASK what if? (instead of stubbornly maintaining the status quo)
- ASK why not?
- ROCK the boat.
- PROCEED boldly!
- DO SOMETHING, anything, to energize your professional development!

Kathe Romaniello helps successful professionals overcome mid-career muddle by helping them **reinvent and revitalize life and work.**

Are you ready for a change? Mid-career is a pivotal time for charting a new course. Change direction. Start a business. Revitalize your career trajectory. Stop waiting for things to happen. It's up to you to make the first move.

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