

WELCOME!

Welcome to this issue of Career Communiqué!

In this issue:

- ◆ Maintaining your motivation [Page 1/4/6]
- ◆ Interesting Facts [Page 2/3]
- ◆ The Buoy Factor: How mindset can support or sink you. (Part 1 of 2) [Page 2-3]
- ◆ Résumé—Q & A [Page 4]

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CAREER *communiqué!*

Maintaining your motivation.

Most people, at some time or another, can experience stages of low energy and lack of motivation - experiencing difficulties in keeping up the pace is quite normal.

If you are anything like me, the 'to-do' list seems to be a never-ending one, with more tasks requiring attention being added than those being completed. While it is easy to let this deplete your energy, let's look at some strategies aimed at keeping your motivation at an optimum level.

- ◆ Reward yourself for every project completed whether big or small by taking time out for the things that you enjoy doing.
- ◆ Remember that even failures can be an opportunity for personal development and growth, so don't beat yourself up if a project outcome was not as successful as you had hoped.
- ◆ Eat a well-balanced diet and ensure you get plenty of exercise to maintain your physical wellbeing. Motivation can be extremely difficult to sustain if you are feeling physically unwell.
- ◆ Surround yourself with supportive friends, associates and colleagues. Being in the company of positive

people can rub off and inspire you to continue striving to be your best.

- ◆ Don't become overwhelmed with big tasks, but rather break up larger tasks into smaller, easier to manage ones. Success promotes success – so feeling a sense of accomplishment even if for the smaller tasks, should inspire and motivate you to further achieve.
- ◆ Don't put yourself down, but rather maintain a positive self-image. Negative self-talk can seriously deplete your motivation levels.
- ◆ Ensure you take pride in what you are doing so that it will have meaning for you. Giving the very best you can give, even for what may seem like a menial task, can have a positive effect on your self-esteem, ability, and ultimately a sense of control over your work and your life.

Success promotes
success!

Here's to staying motivated!

SUGGESTIONS?

Do you have a suggestion for a topic that you would like covered in our upcoming newsletters. Please forward your suggestion to: communiqué@aresumewriter.net

**INTERESTING
TIDBITS!**

Productivity boost from improved performance

HR Report - Page: 4 : 21-Apr-2004

The poor productivity of certain workers has a negative effect on the whole company. A survey of 1,800 public sector employees in Australia, conducted by Pacific Consulting, revealed that the lack of action by managers to deal with performance problems is the biggest source of dissatisfaction among employees. Ross McLelland, director of Pacific Consulting, said that staff morale depends on the elimination of underachievement. Some managers have a tendency to avoid problems until they become very serious.

[Source: My Business Daily 26 April 2004 –ABIX]

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THE BUOY FACTOR: HOW MINDSET CAN SUPPORT OR SINK YOU (Part 1 of 2)

Buoys--those bright-coloured objects that aid in nautical navigation--remain afloat, day in and day out, whether calm seas or rough waters. Buoys have two things in common. They float, and they are anchored in some fashion.

What allows you to stay afloat?

What are you anchored to?

What allows you to stay afloat? What are you anchored to?

The Buoy Factor is a measurement of how quickly you regain your self-confidence and recover from discouragement. The operative word here is *recover*—not that you won't encounter days of discouragement (you will), but how fast you'll make a comeback (you can).

To gauge your Buoy Factor, score yourself on each of the following items (scoring key: 1=True; 2=Mostly True; 3=Occasionally True; 4=Mostly False; and 5=False).

Lately, I find that I am . . .

1. Feeling overwhelmed about what needs to be done
2. Lacking energy to do the important things or procrastinating about the important things
3. Dealing with stress in ways that aren't healthy for me
4. Forgetting what really matters in life; losing the ability to laugh at myself
5. Impatient with people; yelling at my kids or the dog
6. Over-reacting to things that aren't that important
7. Doubting my abilities or value
8. Fearful or anxious about the future; discouraged or lacking hope

Continued P3

GET YOUR QUESTION'S ANSWERED!

Don't forget to visit our new forum at www.aresumewriter.net/forum where you can drop us a line, share your comments, ask a question, or respond to other peoples' concerns. Feel free to stop by when you have a free moment and say hello—tell your friends! And remember to check back regularly as we will be adding hints, tips and other articles on career-related subjects.

**INTERESTING
TIDBITS! - CON'T**

**Casual jobs erode
worker rights.**

The Advertiser - Page: 9 : 27-
Apr-2004
Original article by Nathan Cross

The "Securing Quality Employment: policy options for casual & part-time workers in Australia" report was released in April 2004. According to the report, which was compiled by the Royal Melbourne Institute of Technology and by the universities of Adelaide and Sydney, 25 per cent of Australians are employed on a casual basis. However, 32 per cent of Queensland workers are termed as casuals and in South Australia, the figure is 30 per cent. The report suggests that the trend is leading to the gradual erosion of workers' rights. According to Barbara Pocock, of the University of Adelaide, the focus of employees on work with flexible hours, and of employers who are increasingly seeking a "flexible workforce", are factors contributing to the high rate of casual workers.

[Source: My Business Daily 27 April 2004 –ABIX]

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THE BUOY FACTOR: HOW MINDSET CAN SUPPORT OR SINK YOU (Part 1 of 2)

- | | |
|---|---|
| <ul style="list-style-type: none"> 9. Focusing more on the negatives than I do the positives in my life 10. Unable to give myself fully to roles as spouse, partner, parent, or close friend 11. So focused on one compartment of life that other areas have suffered 12. Not making the time or finding the energy to care for my physical needs (exercise, nutrition, regular medical checkups, etc.) 13. Lacking enthusiasm or inspiration; not involved in anything that excites, stimulates, or challenges me 14. Feeling isolated or lonely; withdrawing from people and situations 15. Lacking the support I need to accomplish my goals 16. Lacking calmness and peace of mind 17. Distracted by issues that I have no control over 18. Complaining about circumstances but not taking action | <ul style="list-style-type: none"> 19. Blaming others for my circumstances 20. Having trouble being grateful for much <p>Add up the scores for each line. A total in the 90-100 range indicates that your focus, energy, peace, and optimism are at a peak and you bounce back instantaneously. Your Buoy Factor is high--you're a beacon of hope and optimism for others.</p> <p>If your scores are lower than you'd like, do not be discouraged and do not disparage yourself. Instead, view them as a signal that it's time to act. The good news is that once you become aware of your mindset, you are in a position to do something about it. In next month's Part II of this article, we'll cover what you can act on!</p> |
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Source: Career Coach Academy

QUESTIONS?

Do you have a question that you would like to ask our Résumé Writers or Interview Coach? Please forward them to discover@aresumewriter.net. Your question may be selected for inclusion in our next Career Communiqué! Issue.

Q & A:

How do I answer the question, "Why you want to leave your present organization?" Any help will be appreciated.

Hi,

Being asked the reason for wanting to leave your current employer can often be daunting, particularly if you have not considered this question and therefore not prepared a suitable response. The tips below will allow you to begin scripting an appropriate response to this interview question.

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Keep your response concise and do not be tempted to provide too much detail unless requested to provide further information. Quite often we can tend to begin babbling, which could cause the interviewer to become suspicious. Never, ever lie about the reason for seeking new job opportunities but rather, stick with the facts. If the reason for your wanting to leave has the potential to leave a negative impression with the interviewer, ensure you tell them what you did and what you have learned from the incident.

Don't speak negatively about your current or previous employers even if there are truths behind what you are saying as this again could cause the interviewer to become suspicious. A personality clash could be portrayed as a difference in working styles or a company culture that was not congruent to your style; or perhaps a change in management due to a company merger resulted in a new team being brought on board. Then end your response by adding a contribution that you secured while on that team, for instance "Prior to the merger and management changeover, I won xx awards for achieving highest-ever revenues three months consecutively in 2004."

Other reasons that are quite legitimate are outgrowing the position and not feeling challenged. You are therefore seeking a position that will provide you with further opportunities to demonstrate your expertise.

Perhaps you have recently undergone further professional development and wish to pursue a role that will require your newly-learned skills, however your current employer does not currently have a position available.

The list is endless and must centre on the reason why you are seeking new employment opportunities. Remember to retain eye contact with the interviewer when you deliver your response, while maintaining confidence in your voice. To ensure your reply will be delivered professionally, write it out and practice it a number of times until you are comfortable saying it.

Continued success in your career!

