

Three Steps to Creating Your Next Advancement Opportunity Without Feeling Overwhelmed



If you are looking to take your career to the next level and make a more significant impact in the workplace, you are looking to create an advancement opportunity.

While this process can be exciting about what's next, it is understandable that the process can be overwhelming and stressful.

Throughout my career, there were several times when I was actively creating an advancement opportunity. Sometimes that advancement was a promotion and other times it was honing my craft in preparation for that advancement.

I define a career advancement opportunity in three ways:

- 1, You have a chance to step up and lead. This may include building a cohesive and effective team.
2. You are seeking an internal promotion that gives you more responsibility and creates an opportunity for you to have more impact in your organization.
3. You are ready to find a position outside of your current organization where you can leverage your talents and expertise to advance your career.

**Your career journey is uniquely yours.
You get to create what comes next.**

Where you are in your career is based on the totality of ALL your experiences.

To create your next advancement opportunity, you must do three things.



Listen



Lean In



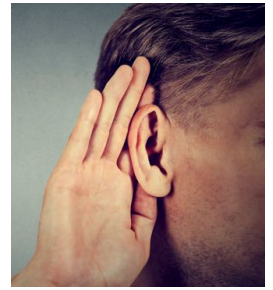
Step Forward

This workbook contains a series of questions designed to help you explore each important step as you create your next advancement opportunity. By taking each question one at a time, you can intentionally create your next advancement opportunity without feeling overwhelmed.

#1 - Listen

In the listening phase, you gather as much information as you can about a potential advancement opportunity.

It is time for you to do some research.



You might:

- Look at different opportunities online.
- Talk to people who are doing the work you might like to do.
- Read books, articles, and blogs.
- Listen to podcasts.
- Research companies you might want to work at.

What's next for your career?

This is your next advancement opportunity.

(It's important to get your ideas on paper. Even if you are unsure about what's specifically next, write something in the box below.)

#1 - Listen

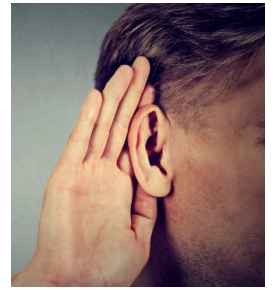
Why is your next advancement opportunity important to you?



How will you feel once you have created your next advancement opportunity?

#1 - Listen

Having conversations with trusted colleagues and friends about your career path can be very insightful.

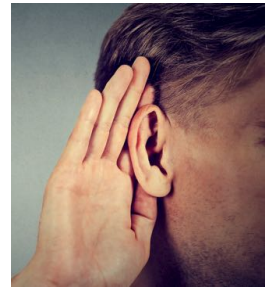


These conversations can be a bit scary but may reveal some valuable and helpful career information.

Name three people whom you would consider having an honest and truthful conversation about your professional reputation and career path and why you value their feedback. (These are people who are going to tell you like it is and not “what you want to hear.”)

#1 - Listen

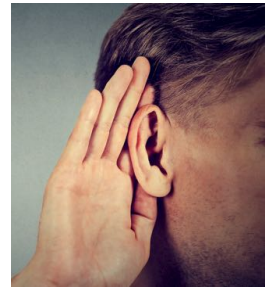
After you have talked with these trusted colleagues, What did they say about your professional reputation and career path?



If you could create a powerful goal right now, that would help you take your career to new levels and allow you to make a greater impact, what would that goal be?

#1 - Listen

I want you to take a few moments and think about your core values. Our core values drive everything we do.



In our personal and professional lives, how we “show up” in each situation is driven by our core values.

What are your core values?

Write three core values that are important to you.

How do these core values "show up" in your work?

Why is it important to you that you honor your core values in your next advancement opportunity?

#2 - Lean In



During the “lean in” phase, you get curious about certain decisions around your next advancement opportunity. **You start “digging deeply” into what a certain job might be like or what working for a particular company might look like.** You start testing the waters to see if this is the direction you want to go.

In this phase, you actively and intentionally start looking at job postings. You activate your network to find out if someone’s company is hiring.

At this phase, you get to explore your options!

Let’s “lean in” on a particular job and company you’d like to explore.

When we “lean in,” we get curious and ask questions to help us decide if we want to step forward and pursue this opportunity.

What is the position you want to lean in on and explore further?

#2 - Lean In



What do you like about this position?

What don't you like about this position?

What do you need to do before you apply for this position?

How will your life change if you accept this position?

#2 - Lean In



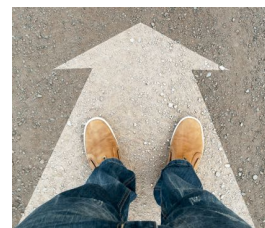
How will your career be different?

How will you make a greater impact with this new position?

How do you honor your core values by accepting this new position?

What steps will you take to help you “lean in” to create your next advancement opportunity? (This is a chance for you to create an action plan and help you get ready for the next step.)

#3 - Step Forward



In this final phase, you “step forward” or act on what you have “listened” and “leaned in” on regarding your next advancement opportunity.

Stepping forward is a commitment. You have gathered all of your facts, explored every avenue, and are ready to take action.

When you “step forward,” you do so in complete alignment with your core values as you create your next advancement opportunity.

Stepping forward means you:

- Apply for a new position. (Yes! You will hit the submit button on your application.)
- Step up to lead a team whom you manage and/or support. (This is an excellent opportunity for you to demonstrate and develop your leadership skills.)
- Have a conversation with your boss/manager/supervisor about internal opportunities. (These conversations can be a bit scary or nerve-wracking but can help you create a position that leverages your expertise more efficiently and effectively.)
- Interview for a new position.
- Accept a job offer for that advancement opportunity you created.

#3 - Step Forward

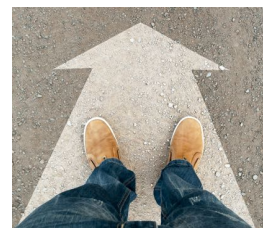


What does stepping forward look like for you?

What support(s) do you need to help you “step forward”?

How will you feel once you have “stepped forward” to create your next advancement opportunity?

#3 - Step Forward



How will you hold yourself accountable for creating your next advancement opportunity?

Use this space to write your action steps that you will take to help you step forward to creating your next advancement opportunity. Be as detailed and specific as possible.

Calling All Leaders



One way we can step forward is to create an opportunity where we demonstrate our leadership.

Whether you are leading a team for the first time or currently in a leadership role, **you have an opportunity to make a more significant impact because of your leadership.**

I believe that when we show up and lead as our authentic selves, we create amazing things in the workplace. Take a moment to answer the following questions to help you more clearly define who you are as a leader.

What makes a good leader?

What are your strongest leadership qualities?

Calling All Leaders

What leadership qualities do you want to improve?

Why do you believe you need to improve them?

What is your most important leadership core value?

What will you do to ensure you honor your most important core value as a leader?

Calling All Leaders

What will you do to help you “step forward” while you create your next advancement opportunity as a leader?

How will you hold yourself accountable for creating your next advancement opportunity as a leader?

Call to Action

There is no magic timeline.

Creating your next advancement opportunity takes time.

Throughout this process, you will devote the time and resources to help you move through each step.

Enjoy the process.

This process is designed to give you greater clarity on what you want for your career, why you want it, and what it means for you.



Call to Action

I help professionals, who are genuinely passionate about their careers, create their next advancement opportunity. I help professionals “listen, lean in, and step forward” to make a more significant impact aligned with their core values. Whether you are merely looking to create a new job opportunity or looking to build a stronger and more effective team. I can help you.



If you are serious about creating your next advancement opportunity and are considering working with me as your coach, email me directly and put “My Next Advancement Opportunity” in the subject line.

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