



Ready for a change? Don't make the jump until you've fully considered every aspect of what a career change really means.

## WHY?

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- Define the reason you're searching for change. For example, you are tired or bored with your current career, you want to take a step down from a high-pressure role, or you want to try a different function to broaden your skill set.
- Consider all aspects of your life that a career change will affect, including working hours, salary, location, and home/family life.
- Decide if you want a position with more, less, or the same level of responsibility.
- Assess what you truly value in work and life.

## How?

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- Define your personal skill set.
- Understand what skills you have that are transferable to an alternative career.
- Determine entry-level positions, salary scales, and industry qualifications.
- Consider the need for further training. This could be online courses, further education, certificates, training courses, self-study, or internships.
- Research and learn all you can about your desired new career.

## PREPARE

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- Give your resume an overhaul to make it industry specific.
- Read industry publications and websites.
- Monitor job opportunities with saved search lists on job posting sites.
- Give yourself some financial flexibility by cutting back on luxury expenditures you could live without, such as spa treatments, gym memberships, daily lattes, eating out, and online subscriptions.

## BREAK INTO YOUR NEW FIELD

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- Network strategically, not just with those who're in the position to hire, but those who can give you valuable information about the field you want to break into.
- Consider volunteering or interning. This will not only give you an insight into your new career, but it will also set you up to be the first to hear about job openings and get your name and face known.
- Lean on your contacts, colleagues, relatives, and friends of contacts who might already be working in the area you wish to move into.
- Think positive and be persistent.