

# Top Strategies for Navigating the World of Work

## REPORT CARD

Directions: Grade yourself on how well you are transitioning from college into the world of work. (A = I'm a star performer; B = I'm ahead of the pack, stay focused; C = I'm doing okay but could do much better; D = I need lots of development in this area.) When finished, discuss your results with your career advisor or manager and develop a plan to better navigate the transition.

		A	B	C	D
<b><u>It Begins with an Internal Compass</u></b>					
1.	I am values-driven in work and in life.				
2.	I have a "winning" attitude and approach to work.				
3.	I know what I am good at, what skills and interests motivate me.				
4.	I can articulate the value I bring to an organization.				
<b><u>The Network is the Computer...and Your Career</u></b>					
5.	I avoid the "survivor" syndrome. I can't be the last on the island.				
6.	I have developed strong relationships at work and I have a sponsor or mentor.				
7.	I have built a community of external relationships and I connect regularly.				
8.	I am known as a "giver" and not a "taker."				
<b><u>Take the "Orient" Express</u></b>					
9.	I have learned the organizational culture, expectations, and critical "success" factors.				
10.	I have adapted to the organizational system.				
11.	I have gained an understanding of the job and schedule "performance" check-ups regularly.				
12.	I have developed helicoptering skills.				
<b><u>Invest in Lifelong Learning</u></b>					
13.	I am on a steep learning curve.				
14.	I know what I need to learn in my job and career.				
15.	I have a personal development plan and it's being implemented.				
<b><u>Develop Workplace Effectiveness Skills</u></b>					
16.	I am growing my "power" and "saving grace" skills.				
17.	I understand the trade-offs of productivity vs. human relationships.				
18.	I know when to ask for help!				
19.	I understand how to pace myself to manage expectations, avoid stress and burn out.				
<b><u>Operate in Real Time: Don't Wait for the Perfect Answer</u></b>					
20.	I am able to make decisions in the moment and move forward without all the answers.				
21.	I have a good sense of trends and where things are headed.				



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