

## GET READY TO REVAMP YOUR WORK LIFE



The workplace is constantly changing. New technology is announced. Corporations are born, outsourced, merged, taken over, consolidated and closed. Employees change jobs. Benefit plans change. Employees' interests change.

Planning can help employees be aware of these changes and keep developing professional skills to thrive.

**MAKE A DEVELOPMENT PLAN.** Document your long-term goals. Then prepare a year-long weekly plan that shows what steps you need

to take to reach them; a good one is staying current in your profession. Review the plan a few times with trusted colleagues, mentors, or friends to be sure the plan will allow you to meet your goals. Now, transfer each of these milestones to your calendar. Make that calendar visible so you can see it and review it every day. Be sure you achieve these development goals every week.

**BE AWARE.** Ask yourself what you would do if you were to lose your position. Would you realistically be able to secure a new position with your skills and experience at your current salary or better relatively quickly? The answer may be yes if you are a technical employee up to date on all of your technical skills. On the other hand, the answer may be no if you are a manager who has spent several years in that role.

**HAVE A BACKUP PLAN.** It may be to move into a technical job you had before entering management, but you may no longer have the skills. If you do have the skills, remember you are competing with entry level or less experienced employees. You may have to accept a reduction in pay. If you do secure a technical position with pay similar to your former job, your new employer will have extremely high expectations. Will you be able to meet them?

Alternatively, your backup plan might be to open a small business, in which case you need to prepare by having funds available to do so. Your plan might involve retiring earlier than expected; then you need to have adequate savings. Your plan might be to use your management skills elsewhere — you should be able to document what experience you have that would make you a superior manager in a new environment.

Have on hand a reasonably recent ROARing (Results Oriented And Relevant) résumé or business plan which you can utilize quickly should the need arise. Preparing and reviewing these documents may help you discover gaps in your experience.

**REALIZE BAD THINGS HAPPEN TO GOOD PEOPLE.** If your health were to change so that you could no longer perform a well-paying job or if you needed professional care, would you have sufficient funds for you and your family? If you were to die, would your family be able to maintain its standard of living? Do you know who would care for your children if both you and your spouse were to die? If not, discuss these matters with an attorney and competent financial advisor as soon as possible.

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