

Building and Using a Career Action Plan

Today’s workplace is full of unpredictable ups and downs. The only thing that may seem constant is change. In order to protect yourself and your family from the fluctuations that occur in the business world, and also to help you live your professional dreams, consider developing a career action plan. It can act as a safety blanket, allowing you to achieve your goals no matter what unexpected events arise.

Start by asking yourself a few questions:

- Do you know where your career is going?
- Do you know where you want your career to take you? How about in one year? How about in five years?
- Do you know how you will accomplish these short term goals? How about the long-term career goals?

Despite how many of these questions you can answer right now, a career action plan is a helpful and useful tool to have. Particularly if you had difficulty answering all of the questions above, this plan is an essential step in getting your career on a successful track. A plan like this takes into consideration how you want to spend your workday and where you want to spend your workday, so that you can properly prioritize what’s important to you and how you can accomplish it.

CONTINUED ON NEXT PAGE



Building and Using a Career Action Plan 1-2
 Things You Can Do While You’re Living
 Through a Traumatic Experience 3-4

Claremont EAP distributes this newsletter to provide employees with general behavioral health information. If you have concerns about these or other behavioral health issues, you can call Claremont to arrange for assistance. You will be directed to an appropriate, experienced professional who can offer guidance in a variety of work and family matters.



For confidential help, call:
800-834-3773
claremonteap.com



ANTI-RACISM RESOURCE CENTER

Claremont EAP stands solidly against racial injustice.



COVID-19 RESOURCE CENTER

Easy access to global news and EAP resources



EAP BENEFITS CENTER

Learn about your free and confidential services provided by Claremont EAP.



THE POSITIVITY CENTER

This Claremont EAP website provides tips and tools to enhance resilience.

1. Write Down Career Goals

Think about what’s most important for you to accomplish in your career. This could be:

- Having a certain title
- Being promoted
- Having greater responsibility
- Learning a new on-the-job skill
- Earning a certain salary
- Completing something in a specific length of time
- Working with particular clients

2. Accomplish Career Goals through Leadership

By taking on a leadership attitude, you can lead yourself to on-the-job success. Develop your leadership attitude by:

- Discovering how you learn and using that information wisely
- Developing new skills that make you more marketable
- Talking with people who are learning new things
- Challenging yourself to do things that may scare you, like trying something completely new or difficult
- Learning to make good judgments based on the information you have
- Being flexible and keeping calm, no matter what the situation is

3. Take Action

Once you’ve mapped out what’s important for you to accomplish, find out how you can accomplish it. Write down what you need to do in order to accomplish your career goals. Set deadlines for each step, and start acting on your dreams.

4. Defining What’s Important to You

If you need more help defining your career goals, try the exercise below:

- What skills do you like the most? Write down the 10 skills that you enjoy using the most in the workplace:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

- What do you value the most in the workplace? Some people value creativity, challenge, travel, security, honesty, or nature of the work being done, among other things. What do you consider most important?

1. _____
2. _____
3. _____
4. _____
5. _____

- As you develop your career action plan, it’s important to note where you are right now in your career. What is your current job status and what is your position like? Does it allow you to use your favorite skills and does it support what you value about a workplace? Does it allow for growth and could it lead you to your long-term career goals?

- As you think about the present, also visualize the future. Assuming that what you’re doing now is a good fit, where do you want to be five years from now? Could you consider or explore other positions that can use your favorite skills or support your values?

Call toll-free, 24/7 **800-834-3773**
claremonteap.com



Helping you be your best.

21 Things You Can Do While You're Living Through a Traumatic Experience

1. Take immediate action to ensure your physical safety and the safety of others. If it's possible, remove yourself from the event/scene in order to avoid further traumatic exposure.
2. Address your acute medical needs (e.g., If you're having difficulty breathing, experiencing chest pains or palpitations, seek immediate medical attention).
3. Find a safe place that offers shelter, water, food and sanitation.
4. Become aware of how the event is affecting you (i.e., your feelings, thoughts, actions and your physical and spiritual reactions).
5. Know that your reactions are normal responses to an abnormal event. You are not "losing it" or "going crazy".
6. Speak with your physician or healthcare provider and make him/her aware of what has happened to you.



7. Be aware of how you're holding-up when there are children around you. Children will take their cues from the adults around them.
8. Try to obtain information. Knowing the facts about what has happened will help you to keep functioning.



9. If possible, surround yourself with family and loved ones. Realize that the event is likely affecting them, too.
10. Tell your story. And, allow yourself to feel. It's okay not to be okay during a traumatic experience.

11. You may experience a desire to withdraw and isolate, causing a strain on significant others. Resist the urge to shut down and retreat into your own world.
12. Traumatic stress may compromise your ability to think clearly. If you find it difficult to concentrate when someone is speaking to you, focus on the specific words they are saying and work to actively listen. Slow down the conversation and try repeating what you have just heard.

CONTINUED ON NEXT PAGE



Call toll-free, 24/7

800-834-3773

claremontep.com

CLAREMONT
IBH

Helping you be your best.

21 Things You Can Do While You're Living Through a Traumatic Experience

13. Don't make important decisions when you're feeling overwhelmed. Allow trusted family members or friends to assist you with necessary decision-making.

14. If stress is causing you to react physically, use controlled breathing techniques to stabilize yourself. Take a slow deep breath by inhaling through your nose, hold your breath for 5 seconds and then exhale through your mouth. Upon exhalation, think the words "relax", "let go", or "I'm handling this". Repeat this process several times.

15. Realize that repetitive thinking and sleep difficulties are normal reactions. Don't fight the sleep difficulty. Try the following: Eliminate caffeine for 4 hours prior to your bedtime, create the best sleep environment you can, consider taking a few moments before turning out the lights to write down your thoughts thus emptying your mind.



16. Give yourself permission to rest, relax and engage in non-threatening activity. Read, listen to music, consider taking a warm bath, etc.

17. Physical exercise may help to dissipate the stress energy that has been generated by your experience. Take a walk, ride a bike, or swim.



18. Create a journal. Writing about your experience may help to expose yourself to painful thoughts and feelings and, ultimately, enable you to assimilate your experience.

19. If you find that your experience is too powerful, allow yourself the advantage of professional and/or spiritual guidance, support and education.

20. Try to maintain your schedule. Traumatic events will disrupt the sense of normalcy. We are all creatures of habit. By maintaining our routines, we can maintain a sense of control at a time when circumstances may lead us to feel a loss of control.



21. Crises present opportunities. Cultivate a mission and purpose. Seize the energy from your experience and use it to propel you to set realistic goals, make decisions and take action.

*American Academy of Experts in Traumatic Stress
© 2020*

Call toll-free, 24/7
800-834-3773
claremonteap.com

CLAREMONT
IBH

Helping you be your best.