

# CAREER TRANSITION SURVIVAL KIT:

*Essential Steps to Career Success*

Bonus: Personalized Career Self-Assessment

Say “**YES**” to Your Career Success!



A Free Report Brought to You By  
Dr. Jan Hoistad  
DJHPartners, Inc.

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Career Survival Kit ..... or Career Development Kit     Jan Decide?



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Please note that much of this publication is based on experiences and observational evidence of numerous coaching clients. Although the author has made every reasonable attempt to achieve complete accuracy of the content in this eBook, she assumes no responsibility for errors or omissions.

Also, you should use this information as you see fit, and at your own risk. Your particular situation may not be exactly suited to the examples illustrated here; in fact, it's likely that they won't be the same, and you should adjust your use of the information and recommendations accordingly. Finally, use your own wisdom as guidance. Nothing in this book is intended to replace common sense, legal, medical or other professional advice, and is meant to inform and entertain the reader. So have fun with your guide as you design your successful work and life!

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## Contents

**Introduction: A Winning Combination for Career Development and Success 1**

**Part I: Aligning Inside-Outside Work 3**

**Part II: Career Self-Assessment: Twelve Big Picture Questions 5**

**Part III: Three Steps to Become a Leader in Your Life 13**

**STEP I: Where Are You Right Now? What Is Your Career Story? 14**

**STEP II: Where Do You Want To Be; What Do You Want to Achieve? 22**

**STEP III: Now What? 26**

**Part IV: What Are Your Career Planning Needs? 28**

**MEET DR. JAN HOISTAD 36**

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## Introduction: A Winning Combination for Career Development and Success

Knowing what makes you feel successful, satisfied, and happy in your career and work life is a key to career development, planning, growth and ultimate success. That's because defining your career success, satisfaction or happiness, and knowing when you're experiencing it, is totally unique to you.

Does any of this sound like you?

- When you're successful, you may not feel so satisfied or happy.
- If you're happy, you may not feel successful.
- People think you have the perfect job but something's not right.
- Do you wonder if you can retool your career or professional life?
- You're ready to look for a new position or venture into the bigger and better?
- You feel like you need career help.
- You feel like you're ready for a career change.

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- You suspect that career coaching could be of help.
  - Development
  - Planning change growth transitions

You're here because you're experiencing career dissatisfaction in some form. Or you have a dream with no time or know-how to achieve it. It could be in your job, your career path or something else.

You may not know how to break these factors apart in your life or your career planning. That's because the demands of the work world, or your personal world, often confuse your inner wiring so it's difficult to connect who you are to what you want to do in the world of work.

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## Part I: Aligning Inside-Outside Work

The starting point, one that brings about real and lasting career and life transformation begins with an **Inside** job.

It requires some digging; it requires time to self-reflect, to ask yourself the right questions, to get your inner signals straight-talking to your soul about what you really want in your career and life.

Once this **Inside** message is unscrambled or aligned—once your needs and your criteria for career success and satisfaction are uncovered—this self-awareness leads to greater clarity about the **Outside Work** that connects your values, needs and vision to some of these possibilities:

- A career choice you reaffirm with a focused development plan in place
- New career options opened, to be explored
- Clutter to be cleared in the way of achieving your vision
- Past experience, seen in a new light, that informs the new path
- Thought leadership embraced at a new level

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- Training undertaken to uplevel your skills (which may include everything from resume and interview skills, or networking and negotiating to going back for a higher degree.
  - Turning a side gig or hobby into a career or company
  - Integrating and aligning your **Insides** with the **Outside** career activities opens up career choices and avenues to explore and achieve what you really want.

This combination of **Inside** self-awareness and **Outside** action steps becomes your personal career development plan or “blueprint”—from which you build the career you want, achieving the career success you desire.

## The Winning Combination

Without this unique “Success Combination” of **Inside** and **Outside** work, empowering you to take charge and to become the leader in your career, you’ll most likely be in the same place a year from now, thinking that changing careers or companies is your only option.

At the end of the day, while it is not a quick fix or a band aid, you’ll find this unique **Inside-Outside** approach is **THE Winning Success Combination** to achieve what you really desire.

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## Part II: Career Self-Assessment: Twelve Big Picture Questions

Before we turn to how this success combination might unlock the door to your career planning success, the next step is for you to complete the **Career Self-Assessment**. These are twelve questions meant to get you thinking about what you are feeling and experiencing in your career today.

### Your Career Self-Assessment: Twelve Big Picture Career Questions

**Instructions:** If you haven't already, you may wish to copy off this report. Read through each of the 12 Questions and mark the one that comes closest to your career or circumstances right now.

Some of the scenarios will vary depending on your particular situation. Use your imagination to make them mesh with your job or career scene. While some may sound dry, answer from the gut, the heart, your “soul” as best you can. We're after how you feel, what's important to you. Jot notes about your particular situation using the NOTES section at the end of this report. You may combine this information with further thoughts in the next section of the report.



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**A. What type of workplace environment do you work in?**

- 1) Peaceful: Nearly everyone is friendly, respectful and pleasant, and the energy is positive.
- 2) Mildly Stressful: Although a majority of colleagues are pleasant, there is occasionally a presence of negative energy or unhappy workers.
- 3) Moderately Stressful: A few colleagues are pleasant, but most of the people or situations are unfavorable, and/or even the otherwise friendly personalities are frazzled or short-fused.
- 4) Toxic: The person(s) or situations are unhappy, negative, tense or stressful to the level of sheer discordance and anxiety.

**B. How many times in the past month have you been assigned tasks outside of your job description for which you were not acknowledged, rewarded or compensated extra?**

- 1) None.
- 2) Once.
- 3) Two or three times.
- 4) I've lost count.

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**C. How much passion and fulfillment do you feel at your current job?**

- 1) A lot: My job stimulates and satisfies me to my core.
- 2) A fair amount: I am often fulfilled and impassioned at work.
- 3) Very little: I only feel passionate about my job when I'm working on a special project or experiencing something out of the ordinary.
- 4) None: I don't have any passion for— or in— my current job.

**D. How often does your superior commend the work you're doing or praise you in front of other colleagues?**

- 1) Frequently/regularly.
- 2) Occasionally.
- 3) Rarely/only when I perform a major project or assignment.
- 4) Never.

**E. What are the odds that you will be: promoted, given a raise, given a bonus, made Partner and/or tenured in the next 12 months?**

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- 1) Almost guaranteed.
  - 2) About a 75% chance.
  - 3) About a 50/50 chance, depending on the economy or the workflow/company revenue.
  - 4) Slim to none.

**F. How often do you daydream about leaving your current situation, discuss your dissatisfaction with family, friends or search the internet for other jobs?**

- 1) Rarely or never.
- 2) Once in a while, but mostly just when I've had a bad day.
- 3) Often; in fact, I've sent out my resume more than once.
- 4) Almost daily.

**G. If you could leave your job today — with NO negative repercussions, burnt bridges, financial worry, logistics issues — and start your “dream**

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**job” tomorrow, would you do it?**

- 1) No way: I’m already IN my dream job.
- 2) Probably not. My current job may not be perfect, but it’s pretty fulfilling and doesn’t cause much stress.
- 3) Probably. My current job is spiritually unfulfilling and/or financially unrewarding.
- 4) Definitely. I would do almost anything to leave my current job for my “dream job.”

**H. How much of a factor are finances when it comes to your desire to leave your current job?**

- 1) I have little or no desire to leave my job, regardless of finances.
- 2) A slight factor: It wouldn’t be a deal-breaker, but I would *prefer* not leaving my current job until I had a well-paying job lined up.
- 3) A major factor: I have anxieties about being unemployed or starting a new career in this economy.
- 4) The main factor: I feel financially “trapped” by my current job and am too afraid to resign without something else lined up.

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**I. How do you feel at the end of the “weekend” (or whichever day precedes your “Monday”)?**

- 1) I get organized the night before and wake up energized, looking forward to starting a fresh work week.
- 2) Some Mondays are better than others, depending on the kind of weekend I had.
- 3) I start to feel anxiety or dread as soon as I hear the alarm sound on Monday.
- 4) I start to feel anxiety or dread as early as Sunday.

**J. How do other people in your life influence your decision to leave your job?**

- 1) No one is influencing me, as I don’t ever complain to people about my work.
- 2) A few people closest to me hear my complaints and sympathize with me.
- 3) People closest to me think I’d be crazy to quit, but some colleagues relate to my pain.
- 4) Practically everyone — from relatives to grocery store clerks — either hears about my work woes or tells me they’re worried about my anger, depression or apathy.

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**K. How do you feel your passions relate to your career path?**

- 1) I believe people can have joy and purpose in their career, and I am on a healthy professional path to being paid well for doing what feeds my soul.
- 2) I think it's difficult for people to make money doing something heart-centered, and if you want to make a difference in the world or in your soul, you may be broke. Conversely, the businesspeople who earn lucrative profits are "corporate stiff" who simply endure the daily grind. You can't have it both ways.
- 3) I wish I could turn my passions into a career, to make a living doing what I love, but I don't know how to turn passion into success and profit.
- 4) Both 2 and 3.

**L. How time-consuming is your current position as it pertains to balancing your non-work-life priorities?**

- 1) I love my current job so much that I wish I could work even MORE hours.
- 2) It gives me a healthy amount of free time to do other activities and spend ample quality time with loved ones.
- 3) It is a bit too time-consuming, considering that I often am required to "stay late" or take my work home with me.
- 4) It is *much* too time-consuming, leaving me emotionally or physically exhausted or leaving me little to no free time to spend on hobbies or loved ones, let alone spend on defining my dreams or my Big Picture Vision.

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## Scoring Your Career Self-Assessment

Now add up the numbers to get your total score. Each number is equal to the point value of that response. For example each response #1 = 1 point, response #2 = 2 points, and so on.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_
- J. \_\_\_\_\_
- K. \_\_\_\_\_
- L. \_\_\_\_\_

**My Total Score:** \_\_\_\_\_

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## Part III: Three Steps to Become a Leader in Your Life

Now that you've completed your **Career Self-Assessment**, let's apply the unique **Inside-Outside** approach to your situation in **Three Easy Steps** to move you toward the transformation you desire!

Feel free to use the NOTES section at the back of this report to capture your thoughts.

Hang onto your assessment results. You'll see where they come in later in this report.



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## STEP I: Where Are You Right Now? What Is Your Career Story?

### Where Are You Right Now?

The landscape for where you are right now may be vast or narrow, broad or targeted depending on where you are in the process of assessing your career.

Let's take a walkabout through this landscape together right now:

- In the report so far your attention was focused on the **Big Picture** perspective:
  - Only You Can Know + Career Planning
  - Confusing Messages + Scrambled Wiring
  - Digging deep + Becoming Clear
  - Leading in Your Life + Your Career
  - Success on Your Terms + The Winning Combo
  - And much more...
- Then I had you narrow your focus and zero in on the **12 Career Questions**.

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You explored more of your current work experiences, values and story, maybe took some notes—and came out with a score. We'll look at your profile in a minute.

- Now I want you to zoom-in even more closely. Here are some **Inside** personal life factors to add to your career planning mix. Even if you think you already know your answers look the questions squarely in the eye. (You can also refer back to any notes jotted down as you completed your **Career Assessment**.)

The combination of factors that make up your definition of career success—career choices, career options, career satisfaction, and career happiness—is totally unique to you.

**Which 3 - 4 factors are top priorities for you, and why?**

- Activity level and pace
- Rewards and recognition
- Income and benefits
- Family friendliness and flexibility
- Collaboration or autonomy
- High-intensity or relaxed environment
- Level of involvement of boss or coworkers
- Intellectual stimulation or human interaction
- Degree of challenge or basic security

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- Ability to leverage your expertise and experience
  - Are there others more important to you? Add them to your top 3.

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**If you feel conflicted or confused.**

Stay with it. It's a sign there are some mixed messages. Some internal and some may come from the culture or environment, from your history or how you think you are "supposed" to be, think or feel about your career.

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**There may be factors you have no control over.**

There are also other external factors that impact your **Inside** self-exploration. You may not have “control” over them (your company being acquired, turning 30, 40, 50 or 60, babies being born, kids going off to college or parents aging and so on) but you do have choices about how you respond to them as you create your definition of career success right now.

- There may be changes in the organization you work for; challenges with your boss or coworkers, economic impacts trickling down in the culture or globally that are impacting your career success. What are they? How are you responding to them?
- Each stage of your life and career brings unique needs experiences and definitions of success and satisfaction. Where are you on this continuum of normal human and career development? How are you adjusting?

- 
- Then there is integrating your personal life needs with your career needs. What's happening for you? How's it going? Where do you feel effective and what are your struggles? Take a good hard look at what you really desire and how are your career expectations meshing—or not?

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Okay, this is a sampling of the **Inside** excavation, the right questions, to get your inner signals straight-talking to your soul about what you really want in your career and life.

Now let's turn to the story you tell yourself.

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## What Is Your Story?

The story you tell yourself shapes your present. It also shapes your belief in yourself and your courage to embrace whatever it is you need to do to create a career plan and walk confidently into your desired future.

What is the story you tell yourself? If you'd like, write your career story.

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Do you know how it developed?

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What are the positives? The negatives?

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Where is it self-empowering? Disempowering?

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How does it serve you? Or, is it serving you?

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## STEP II: Where Do You Want To Be; What Do You Want to Achieve?

### Where Do You Want To Be?

As you work through **Where Are You Right Now** in **STEP 1** you will most likely have flashes of insight or a full-blown picture into what you want, what you'd like to achieve, what you'd like to grow into or leverage up to.

If you chose to rewrite your Career Success story, how would you rewrite it?

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Where do you want to be? What's your destination, your dream, your goal?

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Identify what you want and want to achieve, just as you know it today.

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**Remember, your responses in this step are totally unique to you.**

- You may have a full-blown vision pop into your mind's eye because it's been there dormant for a long time.
- You may only know you want to feel better and have no idea how to get there.
- Or you may know something in between, like where you'd like to be in 90 Days or 12 months out. You may or may not know how to accomplish those goals.

**If all obstacles were removed**

Okay, the next level is to check out your judgments, thoughts, fears—any obstacles your head or heart puts in the way. Identify them and put them aside for a moment while you contemplate this:

If you did not hold back...

If you were not afraid...

If you had the support...

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## What Do You Want to Achieve?

No matter where you are right now, what is it you know you deeply desire to achieve? What is the career path or outcome that would feel like success, satisfaction and happiness on your terms? What would that destination look like?

What do you know and what do you need guidance in to get there - Just as you know it today?

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## STEP III: Now What?

The next step to lead in your life and career means creating an action plan that integrates your **Inside** exploration, self-awareness and vision for career success with an **Outside** career blueprint or roadmap. It means courageously implementing each step that will bring you closer to your goal.

Start where you are:

- What are your needs?

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- What are your next steps?

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- What types of learning, help and support do you need in order to achieve your next step or ultimate goal?

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## Part IV: What Are Your Career Planning Needs?

Let's tie these steps all together by taking a look at your **Career Self-Assessment Score**. Each score is related to one of three basic **Career Profiles**. Each profile has unique career planning needs.

Let's take a look at your score to find out if you most closely resemble:

**Gail or Gabe Growing Leader (12 – 18 points)**

**Carrie or Carl Career Builder (19 – 32 points)**

**Paula or Peter Path Finder (33 – 48 points)**

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## Are You a Growing Leader?

### If So, You're Ready For Support and High-Level Expertise To Leverage YOU and Your Career!

**If you scored between 12-18 Points:** You are similar to **Gail or Gabe Growing Leader**, well on your way to becoming a Great Leader if that is what you aspire to become. You've purposefully anticipated next career steps along the way and right now you're experiencing the success that comes from such leadership in your own life, and it's meshing with being seen as a leader in your company or on your career path.

The **Growing Leader** profile is one of a savvy, forward thinking professional experiencing support and growth on their satisfying career path, on the verge of leveraging their talents as they reach for more.

Your assessment results indicate you're feeling optimistic, on-track and feeling supported by those above you and you're confident in your current leadership



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competencies. You are on a solid career path with a good professional roadmap. You've strategically mapped a career path that satisfies your needs, pocketbook and soul!

**The Growing Leader** is constantly stretching. Therefore they are continuously taking the pulse of individual and organizational needs, personal and professional fit. Because of their big challenges and visionary perspective, savvy **Growing Leaders** always have a guide. They seek on-going, personalized career coaching, leadership development and business mentoring. **Growing Leaders** want their guidance high-level, stream-lined and customized for their unique talents and the needs of their organization.

It can also be somewhat lonely at the top, so **Growing Leaders** require outside support, leadership training and skill building so you do not become isolated. **Growing Leaders** need like-minded peers and expert guidance.

As a **Growing Leader ready to Leverage yourself and your career to Greatness** you are ready for **feedback and guidance** to make sure that your vision and values are aligned within you and your organization; between your personal and your professional life each step along your career path.

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## Are You a Career Builder?

### If So, You're Ready For Alignment and the Right Tools to Build Career Consistency and Growth From the Ground Up!

**If you scored between 19-32 Points:** You are similar to **Carrie or Carl Career Builder** with a deep longing to uncover your Big Picture purpose and ready to create a Career Blueprint of consistency, growth and fulfillment in your career.

You may not know the “what” or the “how”—and you may be scared or self-doubting—but you’ve reached the end-of-your-rope and are totally committed and ready to do whatever it takes to make a better work life, and a more fulfilling career for yourself.

The **Career Builder** individual typically has experience and expertise, but they’ve experienced an anemic career trajectory or a professional roller-coaster ride. Or the beginning of a career has been a bumpy one. The **Career Builder** cannot claim consistent sustainable success. They can almost taste it, yet it feels just out of reach or fleeting.

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As a **Career Builder**, you may be unchallenged, undervalued or underpaid, bored or just plain “stuck.” You have so much more to give but you don’t see what’s possible or a clear path to get there. Your career is at an impasse.

While you may have an even bigger vision in your future; creating a solid foundation right now is what you need and desire. You see others achieving success and wonder what’s not working for you.

As a **Career Builder**, your career ups and downs have led to doubt and confusion and you want clarity. After attempting to go it on your own, you want help to use your talents in an authentic way that provides security and profit. You need the correct tools and building blocks, expert support and coaching to help you courageously implement the necessary steps to achieve consistency and the developing success you have been missing up to now.

As a **Career Builder ready for Career Consistency and Growth** you’re ready for an **expert hand, empowering guidance and courageous coaching.**

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## Are You a Path Finder?

**If So, You're Ready For Support and Expertise, A Compass to Discover Your Dream, The Tools and Skills to Develop Your Path And Solid Guidance to Help You Navigate Toward the Career Success You Desire!**

**If you scored between 33-48 Points:** You are similar to **Paula or Peter Path Finder** and ready for a lifeline! You feel like you're floundering and don't know how to begin your career planning.

As a **Path Finder** you need direction and clarity in your professional life. You're ready for a total professional and career overhaul.

Perhaps you haven't discovered your passion, defined your vision or thought about your Big Picture career goals in a fully aligned, authentic way. Perhaps you have ventured into an unhealthy company and the experience has made you feel confused and full of doubts. Or you may be following someone else's dream for you. Perhaps you're simply "lost" or "stuck."

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It's anxiety provoking and confusing. Maybe even embarrassing. Everyone else seems to know what to do; you wonder what's wrong with you.

You need permission to explore your options in a safe, non-judgmental and structured way—and maybe even have some fun doing so. You need guidance that acknowledges where you are right now, makes it okay to let go of anything that's not working for you, helps you develop a path finding structure in which to experiment, explore and refine what you want with guidance.

As a **Path Finder** you need **supportive, caring, expert guidance to both dig deep inside and also reach outside to connect with others; to sort out what it is you really want and the best solutions to get there**—one step at a time with success and satisfaction as the result.

But first you really need **the courage to get out of your own way** and work with a supportive expert.

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So Dear Reader,

Congratulations! You have come this far—I think you are ready to get the expert guidance and support you need. I can help. Let's explore your options together and create Career Success on Your Term!

Yes, Jan! I'm ready to explore my next steps!

Just click on the box below to request your FREE Session.

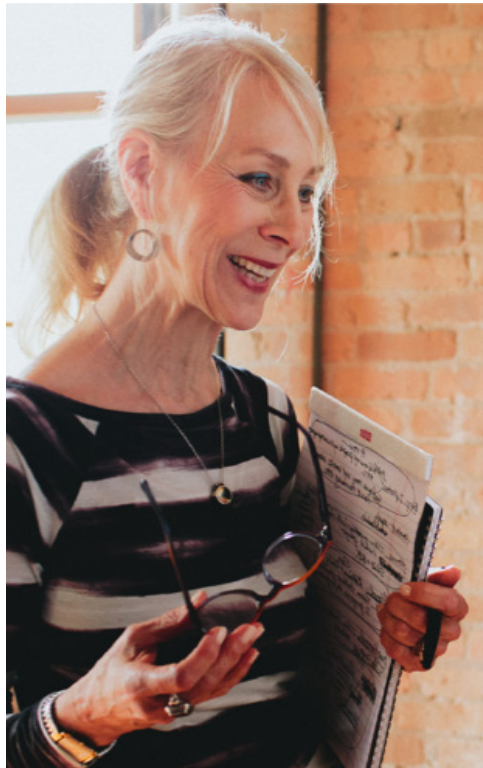
Here's to Your Success,

A handwritten signature in black ink, appearing to read "Jan", with a long, sweeping horizontal line extending to the right.

Let's Make Your **Work+Life** Work!

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## MEET DR. JAN HOISTAD



### FOUNDER + CEO

Lead Coach. Business Development Consultant. Thought Leader. Entrepreneur. Author. Dr. Jan Hoistad is passionate about helping professionals develop the skills necessary to achieve success and fulfillment in their work and lives. Dr. Jan Hoistad has advised countless CEO's, executives, entrepreneurs, partners, emerging leaders and other professionals through stages of business growth career and life development.

With an MA and PhD from CSPP and extensive post-doctoral training, Dr. Hoistad guides with seasoned experience, highlights vision and values, arms with knowledge and skills, and provides resources and partners with strategic expertise at critical junctures to achieve her clients objectives. Bringing expertise in entrepreneurship, human development, business growth, partnering, communication and creativity, her clients become catalysts for change in their businesses, careers and lives.

For more information and resources please visit:

<http://www.drjanhoistadpartners.com/working-couple>

[www.drjanhoistadpartners.com](http://www.drjanhoistadpartners.com)

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## Notes



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