



Factsheet - Ten Steps to a Successful Career Transition

- 1. Dare to dream!** Identify personal career elements, reasons for change and desires; if you can't please yourself, no-one else will!
- 2. Make it real** Develop a clear career statement - what you want and need
- 3. Explore** Investigate opportunities – what is out there?
- 4. Reality check** Audit your transferable skills; identify gaps
- 5. Set goals** Interim and long term
- 6. Plan** Outline your strategy; what needs to be done
- 7. Action** Take the necessary steps (enjoy the journey)
- 8. Persevere** Deal with setbacks and barriers – they're all part of the process
- 9. Maintain motivation** Be kind to yourself and reward yourself for each step forward
- 10. Celebrate!** You have made a successful career transition.

To guarantee success, seek the support of a professional.

TO FIND A CAREER COUNSELLOR OR COACH - search the Online Directory of Professional Members of the Career Development Association of Australia (CDAA) at: www.cdaa.org.au

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