

A photograph of a hot air balloon with vertical stripes of orange, purple, and blue, floating over a body of water at sunset. The sky is a mix of blue and orange, and the water reflects the colors. The words "IMAGINE", "PLAN", and "SUCCEED" are overlaid in large, semi-transparent white letters.

IMAGINE  
PLAN  
SUCCEED

# Career Handbook for Working Professionals

Welcome! We are excited that you have chosen this handbook to help you take the next step in your career. Our work with thousands of professionals from all sectors across the U.S. and abroad has inspired its creation. We think you will find it a useful guide in managing your career, and the career transition process in particular.

The content and exercises in this handbook are intended to make this transition a more productive and rewarding experience, whether you are looking to change careers, seeking a new position in your current field, or are exploring an encore career after a successful primary career. Through this handbook, we will help you create focus and momentum around your goals while offering new frameworks, ideas, and perspectives.

Whether you are unsure of your next move, are considering a few alternative paths, or are intently focused on a specific career, we encourage you to explore all that this handbook has to offer. We have organized the content to reflect the different phases of the job search process — starting with a Career Transition Roadmap, followed by Introspection and Self-Assessment, and continuing with Career Exploration, Job Search Execution, and a new section on creating a first-90-day plan. We have also included a section on Additional Resources to further assist you in your job search.

**A note about the pandemic:**

We are in unprecedented times — you may have been laid off, furloughed, or are possibly feeling unsure about your future employment status at your current organization. Disruption is never easy or comfortable. With change and loss come new opportunities. It is a chance to step back and reexamine what's most important to you and it can even be an opportune time to make a career change.

Despite the pandemic, the content of this handbook is still highly relevant to your career transition — in the near term, you are likely to be networking and interviewing virtually versus in person. We address virtual aspects of the job search throughout the handbook and have changed some, but not all, references to in-person activities.

We welcome your thoughts and feedback for future editions of this handbook. Please email us at [Info@NextStepPartners.com](mailto:Info@NextStepPartners.com). We wish you great success as you take the next step in your career!

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