



# OPENING DOORS TO YOUR BEST CAREER

## 5 STEPS TO FINDING THE CAREER OF YOUR DREAMS

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# YOU CAN HAVE A CAREER YOU LOVE!

## *What others have said about working with Deborah Sakelaris...*

Deborah has provided a great deal of help to three members of my family; she is a wonderful coach and a fine person.

*Bill, New York*

Deborah helped me uncover and handle a personal restraint that was greatly hindering my professional and personal development. Once found, and more importantly, recognized, I no longer felt constrained. I am most grateful for her patience and guidance to help me uncover that core issue and will forever be indebted to her. I recommend Deborah with neither hesitation nor reservation.

*Patrick, Chicago*

Deborah and I have worked in parallel for a number of years. It is a great joy to get to know her and watch her work ethic and determination to assist her clients. Both my wife and I have referred clients to Deborah and she is a compelling practitioner. Her flexibility and understanding of many difficult life issues enables her to personalize with each client she works with; however, it doesn't preclude her ability to bring disciplined principles to provide the structure required to meet goals. I very much enjoy our professional relationship and find her an uncommon partner.

*James, Chicago*

I appreciate Deborah's clear and concise communication and her clarity of vision and purpose. She is gracious and understanding. I love her commitment and her consistence.

*Bridget, California*

Deborah has a natural talent for helping clients identify and follow through on their specific goals. I strongly recommend Deborah if you are looking for a professional coach who will support, challenge and partner with you to meet your personal and/or business goals.

*Alice, New York*

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YOUR BEST LIFE

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## ***YOUR JOB SATISFACTION – ARE YOU FULFILLED?***

Based on a survey of 5,000 U.S. households, only 45% of those surveyed say they are satisfied with their jobs. How about you? This e-book will help you to create job satisfaction for yourself and will assist you in finding your best career!

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# INTRODUCTION

*Wonder is the beginning of wisdom.*

**-Greek Proverb**

What is your dream career? Do you network to find or create the career you desire? What steps could you take today to create your best career? These are just a few questions that this e-book will help you answer. You are about to embark on an amazing journey that will assist you in finding the career that brings you joy and fulfillment.

Within this book, you'll find easy steps to landing your best career.

If you are unsatisfied with what you do every day at work, it takes a toll on your overall health, mentally, physically, and emotionally. You may be feeling burned out and frustrated, anxious, depressed, or unable to enjoy time at home knowing another workday is ahead. What's more, if you don't find your work meaningful and rewarding, it's hard to keep the momentum going to advance in your career. Studies have shown that we are more likely to be successful in a career that we feel passionate about and enjoy going to every day.

Your values, interests, and lifestyle preference are the foundation on which you base your career and job decisions. Your job satisfaction and happiness will largely depend on how well your work matches and reflects your values, interests, and desired lifestyle. It is important to define these things as you do your career research. Building the foundation is essential to career search success.

Knowing the knowledge, skills, and abilities you possess as a result of your work, school, or volunteer experience are important to the next step in your career search. Once you find a position that aligns with your values, interests, and lifestyle, you can compare your experience to the requirements of the position and begin planning how to fill the gaps so that you can achieve your career goals.

Imagine realizing your gifts, passions and calling at work.

**It's time to begin your journey.**

Get ready for adventure and discoveries ...

Reach forward to what lies ahead ...

Find your best career now!!

# 5 STEPS TO CAREER SUCCESS

## 1 BUSINESS NETWORKING

In today's highly competitive world, a key to finding your perfect career is to build and cultivate your own network. It is estimated that 80% of the jobs or contracts are not advertised. Ironically, more than 80% of job seekers are applying to "advertised" jobs only.

One of the easiest ways to build your network is to tell everyone you know that you are looking for a new career and what key skills, talents and abilities you can bring to the table.

Developing your own strategy is key to successful networking. Get strategic about the networking and have a plan as to how your effort is going to benefit you in your job search. Learn how to be a great public speaker by joining a local Toastmasters Group (visit <http://www.toastmasters.org>). Gain confidence in talking about yourself and set aside time each week to practice networking.

Create your "30 second Elevator pitch" and always have it ready: When someone asks you what you do, you want to be able to express yourself and highlight your strengths and job capabilities in 30 seconds. 'Practice makes perfect', so write it down and practice every day. It is the verbal equivalent of your business card and your resume. You could also have one basic pitch that you customize according to the situation. Be brief and remember that the purpose of an elevator pitch is to catch the attention of the listener and get him/her interested in finding out more about you.

Create business cards and bring your business cards everywhere you go: Even if you're not currently employed, you need business cards. For inexpensive or even free business cards go to [vistaprint.com](http://vistaprint.com).

Cultivate a positive networking attitude – Think about giving as well as receiving. We respect people who are perceived as contributors and who want to help others. So always think about how you might be able to help others. Become interested in others. Listen more. Network with everyone everywhere! And have fun while you are doing it.

There is no limit to places where you can network.

- Social Networking groups, (Linked In, Facebook, Twitter, etc...)
- Business networking groups, (Chamber of Commerce, Le Tip, etc...)
- Association meetings
- Conferences

Just remember: The more people you know, the better the opportunity you have to be successful in your job search and in finding the career of your dreams!

*Action: Set a networking goal, i.e. I will attend 2 networking events a month, I will meet 3 new people a week, I will network on line via Linked In for 30 minutes, etc...*

## 2 VOLUNTEERING

Have you ever been told “You don’t have experience?” One great way to gain experience in any field is by volunteering. Finding time to help others when life is full of other demands demonstrates strength of character to future employers and key business people.

One of the best places to find volunteer opportunities is VolunteerMatch.org. Log on and find your perfect volunteer opportunity. You can also look to professional associations in your field, charity organizations and local community programs.

Many people have a passion around a certain cause; others are just passing time, however, If you are looking to change careers you can set up a volunteer strategy that could lead to a full-time job. Volunteering could be a differentiator between you and another candidate with the same talents, skills, and abilities. It also shows that you are willing to take initiative in your desired career field.

### EMPLOYMENT GAPS:

Volunteering helps fill in employment gaps, which can occur due to long-term unemployment, family responsibilities, etc... Volunteering fills in that blank space on your resume page and shows you’re committed to staying active and involved. It can also provide you with references, which are key to getting back into the workforce.

### SHARPEN CURRENT SKILLS OR LEARN NEW SKILLS:

Volunteer positions may be more willing to let you take on new tasks or learn new skills in ways a paying employer might not encourage. You will be able to learn new skills that can bolster your resume, and add to your credibility. It is important to also reference the skills you already have, not just the ones you're looking to learn.

### VOLUNTEER IN YOUR CHOSEN FIELD OF INTEREST

Find a volunteer position that relates to your chosen field. For example Illinois Pro Bono, training and practice support for volunteer attorneys, or The Taproot Foundation training for professionals who have experience in human resources, management, marketing or information technology.

### PRACTICE PATIENTS:

Volunteering allows you the opportunity to meet new people, i.e., board members, employees, and other volunteers who may be able to assist you in your career search. Remember, you want to build relationships and this does take time. While you are volunteering it is your responsibility to show your skills talents and abilities. Once you are able to prove yourself, people will be more likely to be references for you or introduce you to people who can help you land a job.

### 3 KNOW YOUR VALUES

The more aware you become of your fundamental values, the easier it will be for you to make decisions and choices about your career.

When considering career choices it's important to be sure the career path is consistent with your values. For example, if being physically active at work is important to you, you would likely be unhappy sitting at a computer in a cubicle all day. If working with people is important to you, you'd probably be miserable working at home by yourself all day.

#### WHY DEFINE YOUR VALUES?

Setting career goals is the first step in moving you toward your dream career, however, before you can set your goals, you need to discover your values.

Values are a set of standards that determine attitudes, choices and actions. They provide answers to important questions such as: What do I really care about? What is important to me? What fulfills me?

Understanding your values will help you focus on career objectives that are important to you. There are no right or wrong values, they can be anything that you consider important or maybe something that you couldn't imagine living without.

#### IDENTIFYING YOUR VALUES:

Identify the kinds of activities, people, and environments that you most desire in your work.

Determine which work environments best fit your personal and professional needs.

Identify the motivators that provide the drive to accomplish the important goals in your life.

*Conflict between the work we actually do and the work we value is often at the root of our decisions to change careers. Knowing your values will ensure that your career starts off with the right focus.*

*Some prompting questions for you to think about in order to define your values:*

What do you like to do? – The things you find fulfilling in your life.

Who and what inspires you? – Why do they inspire you?

What do you feel strongly about in life? – What things would you defend fully in an argument with other people?

When you close your eyes and visualize the person you want to be, what stands out to you? How does your future self act and what do they believe?

What are you strongly against in life? Identifying things you are against often times reveal something you are passionate about that you can define as one of your values. For example: knowing you are 100% against conflict of any kind may reveal the value of peace.

*Define your values and move into the career of your dreams!!*

## 4 HAVE THE RIGHT ATTITUDE

Attitude is a choice. You get to *choose* whether you are happy or sad, glad or mad. It is a *choice* we all have each and every day.

**Having the right attitude takes work. Here are some ideas to help you have a great attitude and also to maintain that attitude no matter what life throws your way:**

### ***Get physical!***

You've heard the saying, "healthy body, healthy mind." Keep yourself healthy and in good physical shape. This will boost your energy level and make it easier to maintain a positive mental attitude.

- Exercise at least 3 days a week for 30 minutes.
- Eat a well-balanced diet.
- Get 7-8 hours of sleep a night
- Hang out with positive friends and not the ones that will drain your energy.
- Listen to music.
- Dance whenever you can!

Surround yourself with successful, supportive, positive people. Walk away from people with negative energy who are emotional drainers. Don't let anyone steal your joy or drain your positive energy.

### ***Regularly reward yourself for all the hard work you do in your job search.***

Take a break and relax after a day of job searching. It can be exhausting!:

- Go out to dinner with a friend.
- Take a long walk or go for a run if you're a runner.
- Visit a relative that brings you joy
- Do something 1 hour every day to take your mind off of your career search.
- Call a friend who has great positive energy.

## 5 FOLLOW UP

Follow up is the key to landing your dream job.

Below are some ideas to help you create your own follow up system. Do whatever works best for you! Find your formula and use it to help you find your next career.

### *Follow up Quick Tips:*

- Always make time to follow up on your job search leads.
- Create a job search journal using excel, outlook, etc... or whatever you are most comfortable with using to follow up on all job leads and all job search action.
- Keep your follow up brief and to the point. Always be professional.
- Follow up every month.
- The key is to Follow up!

**Follow up Action:** After an interview, follow up promptly with any further information you have been asked to submit such as references, recommendations, etc...

### REFERRAL

An important part of the job search is to tell everyone you know that you are looking for a new career. As you share this information, people will begin to refer names of contacts that may be able to help you in your job search.

- Ask your contact how they know the person they are referring you to.
- Send the person who gave you the name an immediate “thank you” note or email.
- Contact the person referred within 24 hours of receiving the referral.
- If you do not receive a response, circle back to the person who provided you with the contact and let them know the status of your situation.

### A JOB OPENING OR A JOB LEAD

If you are given a job lead, find out everything you can about the job.

- Conduct additional research of the company on line.
- In your application, make sure you mention the person who referred you in your cover letter.
- Close your cover letter with a sentence that states when and how you will follow up.
- Always be professional at all points during your follow up.

Before you apply for any job, connect with your network to see if anyone you already know works at the company. LinkedIn is a great tool to use to search for the company and see if you have any connections who can refer you either for the job or to someone they know who works for that company.

## APPLYING FOR A JOB

Follow the submission/application instructions. State in your cover letter when and how you will be following up.

- If you don't hear anything after your first attempt, follow up again in a week.
- Always follow up as you promised.
- Vary your method of communicating. If your first attempt was via email, make your second attempt a phone call.
- Once you do reach someone, ask what their timeframe is and when they would like you to follow up in the future.

## INTERVIEWING FOR A JOB

At the end of an interview ask these two questions:

- What are the next steps in the process?
- When and how should I follow up with you?

Always follow up for success in your job search!

There are many steps to the job searching process. Showing that you are polite, resourceful, and acting with integrity can set you apart. Employers want to hire people who have the skills, talents and abilities to do the job and whom they can trust and like. By following up, you will convey that you are well organized and can follow through to get the job done.

# SPECIAL OFFERS

*Congratulations on completing this e-book:*

## OPENING DOORS TO YOUR BEST CAREER 5 STEPS TO FINDING THE CAREER OF YOUR DREAMS

I hope you found this information valuable and that you are ready to take the steps and actions that are needed to Open the Doors to Your Best Career.

As a thank you for downloading this e-book and your interest in Rodas Coaching, we have two special offers to help you continue your journey towards Your Best Career:

### *Offer#1*

50% off of our 10 session coaching package.

### *Offer #2*

\$100 discount on our Energy Leadership Index Assessment tool which includes a 1 hour debrief coaching session.

For more information on both of these special offers, please e-mail [Deborah@rodascoaching.com](mailto:Deborah@rodascoaching.com).

**Deborah** is a Professional Certified Life and Career Coach, published author and professional public speaker. She is also the Owner of Rodas Coaching, LLC, a company dedicated to helping individuals create passion, joy and success in their life and in their career. Deborah's coaching expertise is in individual and group, executive, life and career coaching. She works in the areas of Life Transitions, Work/Life Balance, and Career Management. Deborah also provides training in areas including stress and time management, strategic planning, leadership development and goal setting.



Deborah is trained and certified by the Coaches Training Institute and iPEC Coaching, both fully accredited internationally recognized coaching programs, and a member of the governing body for coaches, The International Coach Federation.

With a Bachelor's Degree in Journalism/PR and a Master's Degree in Business from Ball State University, Deborah began her career at Walt Disney World in Orlando Florida Working in Guest Relations and then becoming an assistant to the President. Deborah has over 15 years of progressive experience in training and development with expertise in the areas of coaching, operational management, recruiting, wellness management, and program development.

After leaving Walt Disney World she became the Wellness Director for the Wellness Council of Indiana. In this position Deborah coached and trained steel mill employees, healthcare workers and corporate employees on how to live a balanced life, teaching stress management, weight management and smoking cessation, along with other wellness programs. Deborah also worked as the National Franchise Manager at Randstad Staffing Services, where she managed, trained and coached 47 franchise owners and their staff teams in all areas of the employment industry.

Deborah is an active member in several professional and volunteer organizations. She has also presented and coached individuals and groups on recruiting, sales, and training and development for individuals, staff members, management teams and corporate leaders across the country.