

Student Counseling Services

Professional Growth & Promoting Yourself

Even if you are perfectly happy with your position at work, it is always smart to keep broadening your skills and seeking knowledge and growth. Be sure you're setting a vision for where you see yourself in the future. It's also okay to celebrate your accomplishments to help promote how others perceive you. Consider taking these steps to further your career growth and advancement.

- **Inventory yourself.** Think about your skills, strengths, work style, and values. Develop a vision of what you want to be in the future. How do you define career success? If nothing stood in your way, what would you most like to achieve in your career?
- **Develop career awareness.** This means keeping informed of developments in your industry, field or profession. Bookmark important websites where you can follow advances and how changes influence your career and get in the routine of checking in with these sites or sign up to receive emails. What changes might affect you? What are opportunities in your field or problems that might need to be tackled that interest you? What skills will you need to keep pace with your profession?
- **Develop your career goals.** What are your short and long-term goals? What do you need to get yourself there? Write down how you see yourself obtaining your vision. How do you see yourself accomplishing the vision for yourself? Set priorities so you know where to put your efforts first and break your goals down into specific target dates.
- **Engage in career development activities.** After you map out your priorities, choose several activities that will expand your knowledge in areas that are important to you. These could mean attending professional development seminars, reading literature related to areas you want to develop, further expanding on your strengths by completing a certification program, meeting with colleagues in your field, finding professional meet-up groups, or securing a mentor that has achieved goals you have set out for yourself.
- **Monitor your achievements.** Replace your job duties with your job accomplishments on your resume. If you have acquired new skills and knowledge, be sure that your management and colleagues are aware. Step up for projects where you can apply these skills and show off your strengths. Promote yourself so you are recognized and keep working toward you career goals. Don't be afraid to spread good news about any accomplishments at work among your team and manager.

If you need help establishing goals related to your career development, contact your Student Counseling Service today at the number below.

References

Goal-Setting: Developing a Vision & Goals for Your Career Plan, retrieved 2/3/2020 from <https://hr.berkeley.edu/development/career-development/goal-setting/career-plan-vision>



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