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YOUR CAREER TRANSITION COMPASS

A compass to guide, empower, and support you through one of the most significant journeys in your professional life — your career transition.

MARÍA TOMÁS-KEEGAN

Transition
& *Thrive*
with *María*

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YOUR GUIDE

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for Women in Transition



WELCOME TO YOUR COMPASS

When you're on a road trip, it's good to have a compass to keep you headed in the right direction. When you're on a career transition journey, you can get off track because there may be detours and obstacles in your way. It's easy to get lost.

Look no further. Here's your compass. You could call this resource a workbook, a guidebook, a blueprint, or a playbook. But I like to think of it as your compass, guiding you step-by-step to your successful career transition.



THIS IS FOR YOU IF YOU SEEK ...

Structured Guidance

The compass leads you through a structured process, helping you assess where you are, envision where you want to be, and map out a clear path to get there.

Self-Discovery

Through thoughtful exercises and reflective questions, you'll gain deeper insights into your professional desires, strengths, values, and obstacles that might hold you back from what you want.

Actionable Steps, Empowerment & Resources

Making tangible progress is the key to helping you build confidence and enabling you with resources so you don't feel alone on this journey.



INTRODUCTION

Welcome to "Your Career Transition Compass," a carefully crafted tool designed to guide, empower, and support you through one of the most significant journeys in your professional life – your career transition.

Purpose of the Compass

Embarking on a career transition can be both exhilarating and daunting. It represents not just a change in job but often a profound shift in identity, purpose, and life direction. This guide is created with the understanding that such a transition is not just about finding a new role; it's about aligning your career with your deepest values, aspirations, and desires.

How to Use This Compass

- **Take Your Time**: This journey is not a race. Spend time with each section, allowing yourself to engage with the questions and exercises fully. Write. Write. Write.
- **Be Honest**: The more honest and introspective you are in your responses, the more valuable the insights you'll gain.
- **Revisit and Revise**: Your career transition is a dynamic process. Feel free to revisit and revise your answers as you grow and gain more clarity.
- **Seek Support**: If you find yourself needing more support, consider reaching out for professional coaching or joining a community of like-minded professionals.

Your Journey Ahead

As you work through this guide, remember that every step you take is a step towards a career that not only challenges and excites you but also brings fulfillment and alignment with your true self. This is your journey, and it's about creating a career that resonates with who you are and who you aspire to be.

Welcome to the first step of your transformative journey. You're never alone.

C H A P T E R

01



SELF-ASSESSMENT

Welcome to the first step in your journey towards a fulfilling and rewarding career transition.

This chapter is designed to help you gain a deeper understanding of where you currently stand in your professional life and to uncover the core values and passions that will guide your career transition.



SECTION 1.1

UNDERSTANDING YOUR CURRENT SITUATION

Reflection is the first step toward transformation. Let's begin by exploring your current career situation. Make notes in each of the spaces provided.

1.1.1 Job Satisfaction

- How satisfied are you with your current job? (Scale of 1-10)

- What aspects of your current job do you enjoy the most?

- Are there aspects of your job that you find dissatisfying or frustrating? Please elaborate.

1.1.2 Achievements and Challenges

- List your top three achievements in your current role.
 - Achievement 1:

 - Achievement 2:

 - Achievement 3:

- Identify three significant challenges you've faced in your current job.
 - Challenge 1:

 - Challenge 2:

 - Challenge 3:



SECTION 1.1

UNDERSTANDING YOUR CURRENT SITUATION

[CONTINUED]

1.1.3 Strengths, Weaknesses, and Skills

- List your key strengths that have contributed to your success:
 - Strength 1:

 - Strength 2:

 - Strength 3:

- Acknowledge areas where you feel you could improve or have faced difficulties:
 - Weakness 1:

 - Weakness 2:

 - Weakness 3:

- Identify the skills you currently possess that are relevant to your career:
 - Skill 1:

 - Skill 2:

 - Skill 3:



SECTION 1.2

IDENTIFYING YOUR VALUES AND PASSIONS

Understanding what you care deeply about and what lights you up is crucial in finding a career that is successful and fulfilling.

1.2.1 Personal and Professional Values

- What are the top five values that are most important to you in life?
 - Value 1:

 - Value 2:

 - Value 3:

 - Value 4:

 - Value 5:

- How do these values translate into your professional life?

1.2.2 Passions and Interests

- List any hobbies or activities outside of work that you are passionate about:
 - Passion 1:

 - Passion 2:

 - Passion 3:

- Reflect on how these passions might influence your career choices. Are there elements of these passions that you wish to incorporate into your professional life?



REFLECTIVE INSIGHTS

Take a moment to review your responses in this chapter. What insights have you gained about your current career satisfaction and your personal values and passions? How might these insights influence your thoughts about a potential career transition? Capture your thoughts below. Don't keep it in your head. Put it all out into the Universe.

Remember, this self-assessment is a critical step in paving the way for a career that aligns with your true self. Be honest, be open, and let your answers guide you toward a career that not only challenges you but also brings joy and fulfillment into your life.

“A person going nowhere can be sure of reaching his destination. Take the first step in faith. You don't have to see the whole staircase — just take the first step.”

~ Martin Luther King, Jr.

C H A P T E R

02



ENVISION YOUR FUTURE

This chapter is designed to help you envision your ideal career and set the stage for your future aspirations. It's about dreaming big, being specific, and aligning your career ambitions with your personal values and vision.



SECTION 2.1

DEFINING YOUR IDEAL CAREER

Dreaming about your ideal career is the first step to making it a reality. Let's shape your vision.

2.1.1 Envisioning Your Ideal Career

What job title or role do you see yourself in ideally?

Describe the essential responsibilities and tasks you want to undertake in this role.

What type of organization or industry do you envision yourself working in?

What are the most critical attributes of the work culture?

2.1.2 Ideal Work Environment:

Describe the physical or virtual environment where you see yourself working.

What kind of team or colleagues do you wish to be surrounded by?

How do flexibility, location, and work hours play into your ideal work scenario?



SECTION 2.1

DEFINING YOUR IDEAL CAREER

[CONTINUED]

2.1.3 A Day in Your Desired Career

Describe a typical day in your ideal career, from the moment you start your workday to when you finish. Be as detailed as possible.

How does this day make you feel? What are the most rewarding parts of this day?



SECTION 2.2

LONG-TERM GOALS & ASPIRATIONS

Setting long-term goals ensures that your career path leads to lasting fulfillment and success.

2.2.1 Professional Goals and Aspirations

What are your top three long-term professional goals?

Goal 1:

Goal 2:

Goal 3:

How do these goals reflect your personal values and life aspirations?

2.2.2 Aligning Goals with Personal Values

Reflect on how your long-term goals align with your personal values in Chapter 1.

How might you adjust your goals to reflect your values if there is a misalignment?



SECTION 2.2

LONG-TERM GOALS & ASPIRATIONS

[CONTINUED]

2.2.3 Life Vision Alignment

How does your ideal career contribute to your overall life vision?

Do you need to make any adjustments or considerations to ensure your career path aligns with your life vision?



FUTURE-FOCUSED INSIGHTS

Reflect on the visions and goals you have outlined in this chapter. How do they make you feel? Excited? Motivated? Maybe a bit daunted? All these feelings are a natural part of the journey towards a fulfilling career. Use these insights to fuel your determination and guide your next steps. Capture your thoughts below. Get them out of your head.

Remember, your career is not just a job; it's a significant part of your life. Aligning it with your deepest values and aspirations is crucial in finding true fulfillment and success.

“The question isn’t who’s going to let me; it’s who is going to stop me.”

~ Ayn Rand

C H A P T E R

03



IDENTIFYING OBSTACLES & GAPS

Embarking on a career transition is an exciting journey, but it's not without its challenges. This chapter is focused on helping you identify potential barriers in your career transition and strategize ways to overcome them. Recognizing and addressing these obstacles early can pave a smoother path to your desired career.



SECTION 3.1

RECOGNIZING POTENTIAL BARRIERS

Awareness of potential obstacles is the first step in overcoming them. Get curious. Dig deep.

3.1.1 Checklist of Common Obstacles

Skill Gaps: Are there skills you currently lack in your desired career?

Fear of Change: Are you apprehensive about leaving your current job or entering a new field?

Financial Constraints: Are financial considerations barriers to pursuing further education or a new career path?

Time Management: Are you concerned about balancing the time required for transition with other responsibilities?

Network Limitations: Do you feel your current professional network insufficiently supports your transition?

Self-Doubt: Are you concerned about your ability to succeed in a new career?
Reflect on these potential barriers and write about any that apply to you.



SECTION 3.1

RECOGNIZING POTENTIAL BARRIERS

[CONTINUED]

3.1.2 Strategies to Overcome Identified Barriers

Skill Gaps: Consider online courses, workshops, or further education. Seek mentorship or guidance in these areas.

This applies to me I commit to addressing it by _____.

Fear of Change: Engage in self-reflection exercises, talk to mentors, or join support groups to address these fears.

This applies to me I commit to addressing it by _____.

Financial Constraints: Research scholarships, financial aid, or part-time opportunities that can support your transition.

This applies to me I commit to addressing it by _____.

Time Management: Develop a time management plan or seek advice on balancing commitments.

This applies to me I commit to addressing it by _____.

Network Limitations: Attend networking events, join professional groups, or use social platforms like LinkedIn to build connections.

This applies to me I commit to addressing it by _____.

Self-Doubt: Practice positive affirmations, seek success stories, or engage in professional coaching to boost confidence.

This applies to me I commit to addressing it by _____.



SECTION 3.2

SKILL GAP ANALYSIS

Identifying and addressing skill gaps is crucial in preparing for your new career.

3.2.1 Current vs. Required Skills

List the skills required for your desired career.

Required Skill 1:

Required Skill 2:

Required Skill 3:

Compare these with your current skill set. Identify any gaps.

Gap 1:

Gap 2:

Gap 3:

3.2.2 Action Plan for Skill Acquisition

For each identified skill gap, develop an action plan.

Skill Gap: [Name of Skill Gap]

Action Steps: [Detailed steps to acquire this skill]

Resources Needed: [List any resources or support required]

Timeline: [Set a realistic timeline for acquiring this skill]



SECTION 3.2

SKILL GAP ANALYSIS

[CONTINUED]

Skill Gap: [Name of Skill Gap]

Action Steps: [Detailed steps to acquire this skill]

Resources Needed: [List any resources or support required]

Timeline: [Set a realistic timeline for acquiring this skill]

Skill Gap: [Name of Skill Gap]

Action Steps: [Detailed steps to acquire this skill]

Resources Needed: [List any resources or support required]

Timeline: [Set a realistic timeline for acquiring this skill]



EMPOWERING INSIGHTS

As you conclude this chapter, reflect on the obstacles and skill gaps you've identified. Remember, recognizing these barriers is a sign of strength and the first step towards overcoming them. Your action plans are your roadmap to navigating these challenges and moving closer to your ideal career. What enlightening thoughts came to you? Take notes so you don't forget them.

Embrace this part of your journey with an open mind and a commitment to growth. Every step to overcome these barriers is a step closer to the career you envision.

“Everything you've ever wanted is on the other side of fear.”

~ George Addair

C H A P T E R

04



CREATING YOUR TRANSITION PLAN

A well-defined plan is critical to a successful career transition. This chapter is dedicated to helping you set clear, actionable short-term objectives and develop a realistic timeline for your transition. By breaking down your transition into manageable steps and setting SMARTER goals, you can maintain momentum and stay on track throughout your journey.



SECTION 4.1

SETTING SHORT-TERM OBJECTIVES

Transforming your career vision into reality starts with small, achievable steps.

4.1.1 Breaking Down the Transition

Identify the key stages in your career transition. These are the major milestones.

Stage 1:

Stage 2:

Stage 3:

For each stage, list specific tasks or objectives you need to accomplish.

4.1.2 Setting SMARTER Goals

Formulate SMARTER goals for each task or objective. Here are the parameters to meet:

Specific: Clearly define what you want to accomplish.

Measurable: Determine how you will measure progress and success.

Achievable: Ensure the goal is attainable with your current resources and constraints.

Relevant: Make sure the goal aligns with your broader career aspirations.

Time-bound: Set a realistic deadline for achieving the goal.

Evaluate: Periodically review your goal and adjust accordingly.

Reset: Goals are meant to be fluid; reset yours as you evolve and progress.



SECTION 4.1

SETTING SHORT-TERM OBJECTIVES

[CONTINUED]

Complete a SMARTER goal template for each big-picture goal and the components, tasks, and timelines to complete it. It might look like the table below. Create your own or copy this page as many times as you need to keep track of your goals as you progress and evolve.

BIG PICTURE GOAL:

Component	Steps	Timeline



SECTION 4.2

DEVELOPING A TIMELINE

A realistic timeline is the backbone of an effective transition plan.

4.2.1 Creating Your Transition Timeline

Using the SMARTER goals from Section 4.1, map out a timeline for your transition.

Short-Term (Next 3 Months):

Goal 1:

Goal 2:

Goal 3:

Medium-Term (3-6 Months):

Goal 1:

Goal 2:

Goal 3:

Long-Term (6-12 Months):

Goal 1:

Goal 2:

Goal 3:



SECTION 4.2

DEVELOPING A TIMELINE

[CONTINUED]

4.2.2 Tips for Maintaining Momentum

Regular Check-ins: Schedule weekly or bi-weekly sessions to review your progress.

Flexibility: Be prepared to adjust your timeline as needed. Flexibility is key to dealing with unexpected challenges.

Celebrate Milestones: Recognize and celebrate when you achieve key goals or milestones.

Seek Support: Don't hesitate to seek help or advice from someone you trust and who has been where you are and moved beyond it. Whether you encounter obstacles that are hard to get around or you feel stuck without ideas for moving forward, reach out.

Don't stay stuck where you don't belong.



ACTION-ORIENTED INSIGHTS

You will have a structured plan and timeline for your career transition as you complete this chapter. Remember, the most effective strategies are revisited and revised as needed. Stay committed to your goals, but be flexible in your approach.

Your transition journey is unique to you. Trust the process, stay focused on your objectives, and keep moving one step at a time.

“Alone we can do so little; together we can do so much.”

~ Helen Keller

C H A P T E R

05



SEEKING SUPPORT & LEVERAGING RESOURCES

No career transition journey is a solo endeavor. This final chapter focuses on the importance of building a solid support network and utilizing various resources to aid in your career transition. Connecting with the right people and accessing helpful tools can fuel your journey toward your new career.

Tap into the power of association.



SECTION 5.1

BUILDING YOUR

PERSONAL BOARD OF DIRECTORS

A robust support network can provide invaluable guidance, encouragement, and opportunities. Think about who you need in your inner circle. If you are the CEO of your career, then you need a personal board of directors. These are people you trust who provide specific support and resources that you don't have. Who are they? What can they provide? Consider looking here:

5.1.1 Leveraging Existing Networks

- Identify individuals in your current network who can offer support, advice, or connections.
- Reach out to former colleagues, mentors, or professionals within your industry for insights and guidance.
- Participate in alumni events or groups related to your previous educational institutions.

5.1.2 Finding New Support Systems

- Join professional associations or groups related to your desired career field.
- Attend networking events, workshops, and seminars to meet like-minded professionals.
- Utilize online platforms like LinkedIn to connect with industry leaders and peers.

5.1.3 Importance of Mentorship and Coaching

- Consider finding a mentor who has experience in the career field you are entering.
- Explore the benefits of professional coaching for personalized guidance and accountability.
- Engage in peer mentoring or support groups for shared learning and experiences.

When you identify the people you want on your BoD, call them, tell them what you're doing, and ask if they can be available when you need to tap into them. Get their buy-in upfront, and you can trust that they will be there when you need them.

They say (I don't remember who said this) that we each have a circle of influence numbering 300. Imagine if you tapped into ten people for your BoD how quickly your reach would expand.



SECTION 5.2

ADDITIONAL RESOURCES

Accessing the right resources can provide you with the knowledge and skills necessary for a successful transition.

5.2.1 Recommended Books, Websites, and Courses:

Recommended Books

1. "What Color Is Your Parachute?" by Richard N. Bolles
 - A classic in career development, offering practical tools and tips for job seekers and career changers.
2. "Switchers: How Smart Professionals Change Careers and Seize Success" by Dawn Graham
 - Focuses on strategies for professionals looking to make a significant career change.
3. "Designing Your Life: How to Build a Well-Lived, Joyful Life" by Bill Burnett and Dave Evans
 - Utilizes design thinking to create a fulfilling and meaningful career and life.
4. "The First 90 Days: Proven Strategies for Getting Up to Speed Faster and Smarter" by Michael D. Watkins
 - Essential reading for navigating the crucial first months in a new role.
5. "Lean In: Women, Work, and the Will to Lead" by Sheryl Sandberg
 - Provides insight into career development specifically for women, focusing on leadership and empowerment.



SECTION 5.2

ADDITIONAL RESOURCES

[CONTINUED]

Recommended Websites

1. LinkedIn Learning
 - Offers a wide range of courses across various industries and skills, ideal for professional development.
2. Coursera
 - Provides access to courses from universities and institutions, covering many topics relevant to career transitions.
3. Glassdoor
 - A valuable resource for company reviews, salary comparisons, and job listings.
4. TED Talks
 - Offers inspirational and informative talks, including many on career development and change.
5. The Muse
 - Provides career advice, coaching services, and job listings, with a focus on finding the right company culture fit.

Recommended Online Courses

1. "Career Success Specialization" by the University of California, Irvine on Coursera
 - A series of courses designed to enhance key skills for career success.
2. "How to Pivot Your Career" on LinkedIn Learning
 - Focuses on the skills and strategies needed to make a successful career pivot.
3. "Negotiation, Leadership, and Influence" by University of California, Davis on Coursera
 - Teaches critical skills for negotiating and leading effectively in new roles.
4. "Finding Your Life's Purpose" by Eckhart Tolle on Udemy
 - A course for those seeking a deeper understanding of their life's work and purpose.
5. "The Science of Well-Being" by Yale University on Coursera
 - Offers insights into increasing personal happiness, which can be crucial during career transitions.



SECTION 5.2

ADDITIONAL RESOURCES

[CONTINUED]

5.2.2 Joining the 'Career Transition Roadmap' Community

Explore the benefits of joining our community for ongoing support, resources, and networking opportunities.

- Access to exclusive discussion forums, workshops, and group coaching sessions.
- Opportunities to connect with other professionals undergoing similar transitions.
- [Career Transition Roadmap | Support Group for Professional Women](#)



COMMUNITY-CENTRIC INSIGHTS

As you conclude this Career Transition Roadmap Compass, remember that building and maintaining a support network is crucial. The resources and connections you cultivate can significantly impact your career transition journey.

Embrace the power of community and never underestimate the value of shared experiences and wisdom.

This journey is not just about reaching a destination; it's about growing, learning, and thriving. With the proper support and resources, you are well-equipped to navigate this exciting path ahead.

“There is one quality that one must possess to win, and that is definiteness of purpose, the knowledge of what one wants, and a burning desire to possess it.”

~Napoleon Hill



CONCLUSION: EMBRACING YOUR CAREER TRANSITION JOURNEY

As you reach the end of this resource guide, take a moment to reflect on the journey you have embarked upon. You've taken significant steps toward understanding your current situation, envisioning your future, identifying obstacles, creating a transition plan, and seeking support. This journey is about more than just a career change; it's about transforming your life to align with your deepest values and aspirations.

“When you change the way you look at things, the things you look at change.”

~ Dr. Wayne Dyer



ENCOURAGING YOUR NEXT STEPS

Congratulations on completing this important first step in your career transition journey. By following this compass, you have shown not only courage but a commitment to your personal and professional growth. Remember, the path to a fulfilling career is a journey, not a race. It's about finding what truly resonates with you, aligning your career with your passions, and embracing each step with purpose and determination.

I encourage you to take action on the plans you have made. The insights and goals you have outlined here are the foundation upon which your new career will be built. Stay committed, be adaptable, and believe in your ability to create the change you desire.

If you ever feel overwhelmed or uncertain, remember that you are not alone. Many have walked this path before you, myself included, and many will walk it after you. Each journey is unique, but they all share a common thread of bravery and transformation.

As you move forward, know that I am here to support you. Whether you seek personalized coaching, guidance, or just someone to share your journey with, I am committed to helping you succeed.

A signature in a cursive font that reads 'Maria', with a green leaf-like flourish to the left of the name.

TESTIMONIALS



WHAT WOMEN SAY...



“ Working with María was like rocket fuel for my career.

I connected with Maria on LinkedIn after deciding to leave my very secure, enjoyable job to pursue MORE. Resigning was a considerable risk, and in hindsight, I clearly see that doing Maria’s program kickstarted a process that nurtured, challenged, and changed me – it went beyond my expectations for hiring a career transition coach!

Specifically, the work I put in with Maria helped me: 1. Identify negative self-narratives that historically held me back, 2. Define and express my talents and abilities with confidence, and 3. Effectively evaluate what truly mattered to me in a work-life balance in the future.

~ Heather Hawthorne



“ María thoughtfully analyzed my needs and then provided best practices and feedback to set me up for success.

She clearly planned what we needed to accomplish during the program and included extremely helpful tools and resources. It was a wonderful experience to be guided in a difficult career transition by such a pro.

~ Sabrina Fiander



“ I now have a thoughtful and feasible path to my dream career.

Working with María, I was quickly inspired to think about a new career path that I would find fulfilling and engaging. Her assignments and tools took me on a self-reflection journey that helped me articulate what I would love in a career and what I didn’t want to do anymore. With Maria’s guidance, I could expand my vision to opportunities I’d not thought of before, then take my vision and make it concrete. I have made improvements in my current position that also make me happier. Most importantly, I have choices. I can stay or go and feel great about either for many years. Sessions with Maria were motivating and inspiring.

~ Liz Lindsey



“ The combination of an empathetic and invested career coach and an extensive set of resources is a really great holistic program.

María balanced functional exercises with conversations about my career, mental/emotional health, and well-being. And I appreciated the consistent nudging and motivation to keep me on track to meet my goals.

~Stephanie H.



TAKE THE NEXT STEP IN YOUR CAREER JOURNEY

Embark on a Journey of Transformation

As you reflect on the insights gained from the Career Transition Compass, it's clear that you're ready to take a decisive step towards a more fulfilling and aligned career path. Understanding your current situation and aspirations is just the beginning. The real journey of transformation lies ahead.

Introducing the Career Transition Roadmap Program

Building on the foundation laid by the Career Transition Compass, the Career Transition Roadmap program offers a personalized and comprehensive approach to your career transition. This program is not just about finding a new job; it's about redefining your professional identity and aligning your career with your deepest values and aspirations.

What the Program Offers

- Custom-Tailored Coaching: Eight sessions meticulously designed to cater to your unique needs and goals.
- Deep-Dive Exploration: Together, we will answer pivotal questions like “Who am I now that things have changed?” “What do I truly desire in my career?” and “How can I turn these aspirations into reality?”
- Strategic Career Planning: From exploring diverse options to defining actionable solutions, we guide you in crafting a strategic plan to move forward.
- Personal Branding Reinforcement: Elevate your professional presence with a revamped resume, compelling cover letters, and a standout LinkedIn profile.



- Effective Job Search Strategies: Gain insights into conducting efficient job research, mastering interview techniques, and evaluating job offers.
- Negotiation Skills: Learn the art of negotiating to secure what you deserve in your new role.
- Holistic Career Development: A tailored experience that not only meets your expectations but also resonates deeply with your personal values.

Your Next Step: Schedule a Discovery Session

If you're feeling inspired and eager to discover the incredible possibilities awaiting you in your next career chapter, the time to act is now.

Schedule a Discovery Session with María: This complimentary one-on-one session is your opportunity to discuss your career aspirations and challenges in depth and to see how the Career Transition Roadmap program can be your co-pilot in this transformative journey.



“Do something today that your future self will thank you for.”

~ Sean Patrick Flanery



Transition
& Thrive with María

