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editor's note

Spring is here!

Everything is fresh and new in Spring and it's a great time to take a look at your career aspirations.

Inside this issue, I'm sharing tips on how you can identify new skills to incorporate into your career portfolio and how to effectively utilize your leadership style to grow your impact in the workplace.

Focusing on your growth is a surefire way to keep motivated and move to the top of the list at your job. However, it's easy to get overwhelmed with work and family life if you decide to go back to school to get that boost. So you'll find tips designed to help you juggle both and maintain your sanity!

If you are stuck in a job you don't love you'll also find ways to cope with the situation until you can find your next best step. If you need help identifying the best way to move forward, check out our new offering - **The Career Accelerator** on page 9. You can get started and access all the content for only \$1.

Here at **Successfully Ever After**, we've been busy too. **The Career Accelerator** isn't the only new thing I have to share.

I'm excited to say - **we're on Audible now!!!** You can find copies of *When In Doubt, Delete It!* and *Get Noticed Get Hired* there (along with Amazon if you want the paper or Kindle versions). Now you can get career advice whenever you want. Even on your commute.

It's been a fast 2 years and I can't wait to continue growing with you.



Chellie Phillips
**EDITOR &
CHIEF CAREER BRANDING OFFICER**



7 Tips to Help You Juggle School and Work Successfully

BY CHELLIE PHILLIPS

Whether you're a student trying to work or a full-time employee trying to advance your education, juggling work and school is a significant challenge. It's possible to excel as a student and an employee with the right strategy. If a lack of time is keeping you from doing both, take a moment to reconsider.

Try these techniques to manage both school and work:

Create a compelling future. You're taking on a big challenge. Consider why you're doing it. Keep that big picture in mind when the going gets tough. When you find your enthusiasm starting to wane, come back to your vision for the future and recharge your resolve.

Create a strategy. How many hours do you need to attend class and study? How many hours are required for your job? How much stress can you handle? While there are a few people that can attend school full-time while holding down a full-time job, it's too much for many of us.

Create a schedule that makes sense. Do you want to be on campus every day for an hour or two, or would you rather spend a longer period two or three days each week?

At larger universities, you often have much more flexibility to create a class schedule that conforms to your work schedule.

Speak to your employer. Many employers are willing to alter your work schedule to accommodate your education. It never hurts to ask.

Speak to your potential professors. Some professors are very accommodating if you need to miss a class. Others are not. Get a feel for how much flexibility you have regarding attendance.

Make a list of potential conflicts. Do you have a dog or other pet that needs daily attention? Do you have a large yard to mow? Do you have children? Determine all the potential obstacles that could stand in your way.

Consider possible solutions. Perhaps it would help to hire a dog walker, lawn service, or baby sitter.

Avoid wasting time. Humans are experts at procrastinating until the last moment and then getting everything done at once. You won't have the same luxury. Identify the various ways you waste time and distract yourself from your work. It can require a lot of discipline, but learn to say "no" to distractions.

Learn to manage your stress. You're less productive once your stress levels rise beyond a certain point. Learning to control your stress is important if you're going to get a lot of work done each day. Ensure you get enough sleep and take the breaks you need. A quick, 10-minute break can refresh your brain.

Get started today to learn a few stress reduction techniques and begin practicing!

Focus on being smart rather than busy. It's possible to be very busy but accomplish little. Spend your time wisely and in a way that will bring the greatest results. You can't afford to squander your time and energy.

Make a list of the most important tasks for school and work. Focus your energy on those tasks.

Are you committed to being an employee and a student? You can do both if you set your mind to it and develop an intelligent approach. Create a schedule that works for your situation and treat your time and energy like gold. It's important to make the most of every moment. You can successfully attend school and work!





How to Discover Your Talents

You'll never know what you're truly good at until you give different things a try. When you take action to find your strengths, you just might surprise yourself. Perhaps there's something you've always wanted to try, but you think that you wouldn't be any good at it. You simply won't know until you try!

When you discover your talents, it can be an eye opening and fulfilling experience for you. The things you're good at are often things you enjoy doing the most. Your talents could even stem into a full-blown career where you wouldn't only be helping yourself, you'd be helping others too.

BY CHELLIE PHILLIPS

Finding your talents may be tricky, that's why we came up with 6 simple tips:

- **Follow Your Current Interests.** A great place to start is to reflect on your current interests. This will guarantee that you'll enjoy what you're doing when you discover your hidden talents. An example would be if you love music, consider pursuing an active role in the creation of music instead of just remaining a fan. You could take up an instrument or learn more about the technical aspects such as sound mixing.
- **Step Outside of the Comfort Zone.** Of course, stepping outside of your comfort zone may be difficult at first. No one likes to feel vulnerable, but you'll also hear people saying that they're glad that they stepped outside of their comfort zone. The fact is you won't be able to discover new talents if you're not open to new things and experiences.
- **Travel.** Traveling around the world or your home country can open you up to new experiences. It's a great way to step outside of your comfort zone and take in other cultures. When you travel, you'll get new ideas and make new discoveries, but if you stay at home, your thinking may be limited by routine. Some things you might discover are artistic or athletic talents, or you may even be inspired to pursue new career goals.
- **Reading.** Travelling may not always be an option. It can be pricey and time consuming, but reading is a great way to open up the creative juices while staying home. You can read books on any subject that piques your interest. Also, don't forget about the power of the internet and all of the reading materials that are available only a search away.
- **Take Community Classes.** Community classes are an excellent way to discover talents for quite a few reasons. One is the fact that they're so close and accessible to you. Also, they're usually offered at affordable prices. Once you've chosen a class to attend, you'll get a good idea about the subject over the span of the course. At the end, you can decide whether or not it's right for you. If not, you can move on and try a different course until you find one that meshes well with your needs and desires.
- **Talk With Friends.** Keep open dialogues going with your friends and colleagues. Talk about how they discovered their passion and what they did to sharpen their skills. Perhaps you'll find that you have similar interests among your friends, and if so, you can then pursue these interests together.

Don't Give Up

In the end, the only thing you need to discover your talents is the will to keep trying. Once you've found your true talents, you'll enjoy fulfillment, success, fun, and happiness. Who wouldn't want a life filled with that?

Need the Keys to Becoming Irresistible to Hiring Managers and Recruiters?



Are you communicating your worth in a way that makes you irresistible to your current supervisor or future employer?

The Career Accelerator is built around the **Successfully Ever After Formula**. It's a powerful series of tactics designed to show you how to become irresistible to hiring managers or shine like a rising star at your current place of employment. With over 20 years of corporate experience, I've seen the roadblocks you'll encounter, and I can help you overcome these and learn how to avoid them all together. I have a passion for helping people find their next career – whether that's their first one or their fifth. I've felt the frustration and the struggle to land in the interview seat. That's why I'm sharing the **Successfully Ever After Formula** with you.

I've spent years hiring, training and coaching people in all stages of their career. Employers want the best people for the job, and I can show you how you can convince them that person is you.

Inside the **Career Accelerator** you'll find the keys to building a successful career. Just look...

- Strategies for showcasing your unique skills, abilities and experience so your resume doesn't end up in the trash.
- Learn how to target the right companies and right positions so you're the standout candidate the hiring manager wants to interview.
- Only the top 2% of candidates make it to an interview. Learn to craft a compelling career branding statement that helps you make the cut.
- Learn to build a LinkedIn profile that will grow with you throughout your career and keep you on all the right people's radar.
- Take part in monthly masterminds from career experts who want to help you meet your career goals.
- Find worksheets, e-books, templates and more to help you quickly implement techniques so you can jumpstart your success journey.
- Learn the skills needed to navigate workplace relationships and build an effective team so everyone is clamoring to work with you.
- Grow your personal career brand throughout your career for you're ready for any opportunity that comes.
- Receive valuable training on skills designed to make your supervisor notice and trust you with presentations, customer interactions and more.



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your career
journey for only
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9 Steps to Getting a Promotion

It's enjoyable when your life is progressing. Like losing weight or increasing your net worth, getting a promotion can be gratifying. The key is to prove that you deserve a promotion and are the right person for the job. With a little planning, you can get a promotion and advance your career.

Even if you've been stuck in the same job for years, it's never too late to make new career strides. You can quickly establish yourself as a valuable employee that deserves greater responsibilities.

Get a promotion and revitalize your career:

1. Work for a company where promotions are possible. For example, if you work for a small company with a long-term workforce, there will be few opportunities for promotion. So, your first step might be to find a new company! Ideally, it would be a large company with multiple locations.

2. Start each day with a plan. Most employees arrive at work, grab a cup of coffee, socialize for a while, and then try to figure out what to do. Have a plan before you go to bed. *With a plan, when you get up, you can start your day effectively and get a head start on the competition.*

3. Go above and beyond. Does everyone else arrive at 8:00am and leave by 5:00pm? Then you arrive at 7:30 and leave at 5:30. It doesn't take long for people to identify you as the person that comes in early and leaves late. *Find a way to stand out as a superior employee.* It isn't hard since most others are just doing enough to avoid getting fired.

4. Always be early. Be early to work and early with your work. If something is due by Friday at 5:00, have it completed on Thursday. Be 100% reliable. And be on time for meetings. Avoid letting anyone down. Be impeccable with your word.

5. Avoid making enemies. You never know whom your archenemy knows. You both might be low on the totem pole but your nemesis might be best friends with the CEO's daughter. Be one of those people that everyone likes and admires. It's not hard to be pleasant when a promotion is at stake.

6. Be indispensable. There are certain people that your company can't do without. You probably know a few of them. What can you do to be so valuable that the company will try to keep you happy? *One key to getting a promotion is being important enough that the company won't want to disappoint you.*

7. Identify the important people. Where is your promotion likely to be? Whom would you work for? Start making friends and prove your worth. Specifically ask about the position and what qualities they need in an employee.

Begin developing and advertising the skills necessary to be successful.

8. Speak to your boss and human resources. Let them know that you'd like a promotion in the near future. You'll be viewed favorably for showing initiative and you'll be on their radar. Being proactive shows that you're willing to take on greater responsibilities.

9. Apply for appropriate positions. Keep your eye on the job postings. You can even suggest a new position be created that's perfect for your backgrounds, skills, and interests.

Most employees aren't willing to earn a promotion. *You have much less competition than you think.* However, if your best efforts fail, it might be time to look to another company. The perfect promotion for you already exists somewhere. The disadvantage of staying with the same company is fewer opportunities. Weigh your options and enjoy your promotion.

8 Ways to Deal With a Job You Don't Like



Sooner or later, it's something we all face: a job we just can't stand. It might be the job itself, the corporate environment, or the boss. There's just something that rubs you the wrong way. My own experience had me writing my resignation after 20 years with the same organization. So I can totally sympathize.

Avoid the temptation to just quit. The situation might be salvageable. Even if you do need to leave, it's best to do so intelligently.

Make smart decisions when faced with a job you hate!

Consider these ideas:

Understand why you don't like it. If you understand the nature of the challenge with your job, you might be able to fix it. At the very least, you can ensure the next job you take doesn't have the same issues. What don't you like?



- Boss?
- Hours?
- Work environment?
- Pay?
- Co-workers?
- The work itself?

Change what you can. It's possible that the things you don't like about your job can be changed. You might be able to alter your schedule or move to a different cubicle. Perhaps there are other positions within the company that would make you happier. Avoid being a victim and change what you can.

Develop your skills. The job might stink, but that doesn't mean there's nothing to be gained from it. You might be able to build some valuable skills or get the necessary experience to move to the next level.

- What are the benefits of your current position? Do what you can to maximize them.

Be grateful. List all the benefits of having your job. It might not seem as bad as you originally thought.

Focus on relaxing at work. Some people are pretty good at getting themselves worked up. If you're one of those people, relax. Just do your work and keep your thoughts under control. Your self-talk is the cause of much of the drama in your life.

Make the most of your downtime. Your job might be more tolerable if you made the most of your leisure time. Avoid just going home after work and eating dinner in front of the TV. Find a few hobbies or spend time with friends. **Find something that you like to do and do it.**

- It might be a great time to start an online business or write a book. Who knows, you might generate enough income to leave your job.

Plan your exit strategy. What are your options? What is the best choice you can make for your long-term future?

- List the criteria of your ideal job, boss, and co-workers.
- Keep in mind what you don't like about your current position.
- What companies interest you?
- Whom can you reach out to for advice or job leads?



Be patient. A lack of patience can be a dangerous thing when you're unhappy. You're likely to favor any move that relieves your current discomfort, even if it severely limits your future.

- Exercise caution and examine all of your options. Some short-term pain might be part of making the smartest career decision.

Everyone eventually has to deal with a job they don't like. **Make the best of it and do what you can to better the situation.**

Learn all you can while you're there and figure out why you don't like it. Find the best solution and be patient. Avoid quitting your current job until you have another one lined up. Do these things, and you'll transition to a workday that's more in line with your desires.

Ready to start your next career search?



WWW.CHELLIEPHILLIPS.COM/PRIMED



Read This Before You Get Stuck in a Mid-Career Rut

After you've been working for 20 years or more, it's natural to assume that you know how to manage your career. However, a study by Harvard Business Review found that mid-career professionals need help if they want to avoid being undervalued and overworked.

The researchers found that professionals between the ages of 40 and 48 were the group most likely to make work decisions that led to less-than-successful outcomes.

This was partly due to the pressures of keeping up with daily demands and feeling stressed about making changes. Employees often felt trapped between the need to innovate and the fear of being penalized if they took risks that didn't produce quick gains.

If you think you're heading into a rut, there are many ways to recharge your career. Try these suggestions for dealing with fear and boredom and achieving more balance in your life.

Dealing with Fear and Boredom:

Focus on strategy. Distinguish between leading and managing. Think about the purpose and impact of your work as well as how to get it done. Look for opportunities to influence and inspire others.

Ask for feedback. Let your colleagues know that you value their opinions and advice. Thank them for their input and use it to enhance your performance.

Cultivate your network. Warm up old contacts and reach out to new ones. Schedule at least one coffee date or business lunch a week. Join committees at your professional association and attend networking events.

Find a mentor. Find someone you trust with expertise in areas that interest you. Remember that mentoring can be helpful at any stage in your career.

Continue learning. Sign up for training sessions at work and browse online for certification courses. Subscribe to industry publications and discuss them with your colleagues.

Practice deliberately. Apply what you learn to your daily work. Set goals for increasing your productivity and accomplishments.

Review yourself regularly. Evaluate your career at least once every six months. Update your resume and social media profiles. Set specific goals to strive for.

Creating Work Life Balance:

Practice self-care. You're more likely to have a successful career if you make your personal wellbeing a top priority. Eat a nutritious diet, exercise regularly, and stick to a consistent sleep schedule.

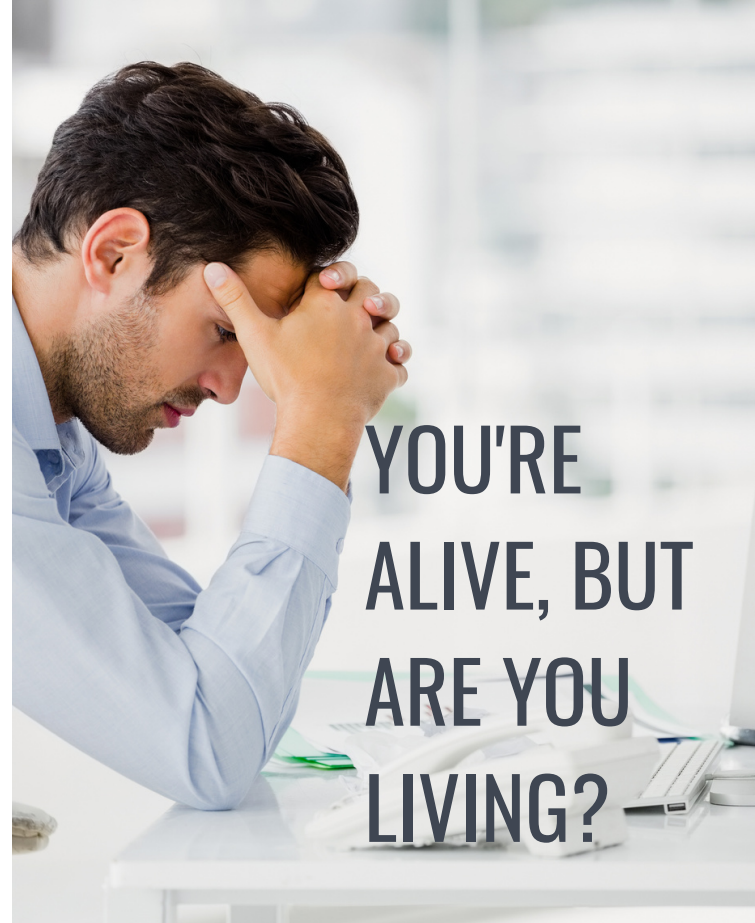
Strengthen your relationships. Spend time with family and friends. Build a network of support with loved ones who know you and care about you.

Maximize your leisure time. Use your hours outside the office wisely. Develop a hobby that challenges and relaxes you. Participate in cultural activities and team sports.

Deepen your spirituality. Connect with something larger than yourself. Clarify your values and purpose in life. Pray, meditate, and read inspiring texts each day. Join a spiritual community with others who share your beliefs.

Work smarter. Free up more time and energy for the things that matter to you. Plan your week in advance and coordinate errands. Leverage technology to complete tasks faster. Figure out the times of day when your performance peaks and use those hours to focus on your top priorities.

Lighten up. You can enjoy life while taking your responsibilities seriously. A cheerful attitude may even help you to achieve more. Take frequent breaks and see the humor in difficult situations. Turn household chores and office paperwork into a game.



**YOU'RE
ALIVE, BUT
ARE YOU
LIVING?**

**DO YOU FEEL
TRAPPED? KNOW
YOUR JOB ISN'T
RIGHT FOR YOU
ANYMORE?**

**LAUNCHING A NEW
CAREER IS DOABLE
WITH THE RIGHT
APPROACH.**

If it's been more than a couple of years since you actively pursued a career change, you need to know the new rules to the game. Put the power of a career branding coach to work for you. Join The Career Accelerator Membership and learn the strategies you need to plan a successful career change and land a new job that utilizes your passions and talents.

www.chelliephillips.com/career-accelerator



AFFIRMATIONS

Affirmations have helped thousands of people make significant changes in their lives. An affirmation can work because it has the ability to program your mind into believing the stated concept. Each quarter, you'll find an affirmation designed to help you on your career journey. You'll even find questions for deeper thought.

I am birthing new talents.

I look deep within myself to discover hidden treasures. I am equipped with much more talent than I can imagine. Like a well digger, I am reaching into the depths of my soul to unearth the gifts within.

When I find myself interested in something new, I allow myself time to explore it. **The only way that I can find out if I am good at something is by actually giving it a try.**

I eliminate fear and doubt from my attitude and proceed forward with full confidence. My determination and confidence guide me. **I am unstoppable in my desire to become someone greater than I am today.**

I am unaffected by people who seem more talented than me; instead, I reach out to those people for advice and support. Getting advice from the experts is the best way to cultivate new passions.

When I reach deep down into my soul, it is easy for me to see the talent that I need to pursue. I am willing to pay the price for starting something new. I am willing to practice, work hard, and get back up if I stumble.

I am learning to identify new strengths by getting to know myself. The journey of self-discovery leads me to unexpected destinations. **I am an evolving individual whose talents and abilities are changing and growing every day.**

Today, I choose to reject fear and propel myself forward in the pursuit of new talents. This is the day that I start something new. Today marks the beginning of the rest of my life!

Self-Reflection Questions:

1. What are my gifts?
2. How can I cultivate interests into talents?
3. Why is it important to share my gifts with others?

Pathway to Promotion

Inside each issue, you'll find an exercise designed to put you on the path to promotion.

Are you using your leadership style effectively?

This exercise allows you paint a picture of actual behavior and then helps the you see if you are using your leadership style effectively in the workplace. This will be a vital skill to learn as you move up the career ladder.

Activity Description:

- Think about what you actually do on a daily basis. Now identify how you spend your leadership time. Use the Leadership Behavior Chart below to help you think through all of your interactions.
- Here's some suggestions you can use as you work through the chart: Think about your daily interaction with the people who you lead. Generally speaking, determine the actual behaviors that define that interaction. Using the list of behaviors below, determine the amount of time (in percentages) that you generally spend on each behavior. Then in the second column, determine what you feel would be ideal distribution of time (in percentages).
- The central question is this: Is your leadership behavior out of sync with the way that you feel an effective leader should be spending his or her energy?

Growing up, we're all taught we have to work hard to be successful, so we assume the work has to feel hard. I'm here to tell you it doesn't have to be that way. When you identify the activities you enjoy and are good at, you can build a meaningful career around those things.

Behavior	Percentage of time spent on each behavior	Ideally the percentage of time you would devote to each behavior
Informing		
Directing		
Clarifying or Justifying		
Persuading		
Collaborating		
Brainstorming or Envisioning		
Reflecting (Quiet Time for Thinking)		
Observing		
Disciplining		
Resolving interpersonal conflicts		
Praising and/or encouraging		



Chellie Phillips
CAREER BRANDING OFFICER



**The Secret to Expanding
Your Role at Work**

Maybe you like your job, but you still feel like something is missing. You want a new challenge, or you wonder what you need to do to advance your career.

Those concerns are natural, and they're pointing you in a positive direction. However much you excel at your job, the truth is you'll probably need to do something more if you want a promotion or a significant raise.

That's where expanding your role at work comes in. These ideas can help you to position yourself for a brighter future.

Steps to Take Yourself:

- **Free up your time.** If you're already working overtime to take care of your current duties, **carve out some hours to develop your career.** Start your day with a detailed plan and learn to delegate.
- **Analyze your strengths.** Understand what you're good at and what you like to do. Observe your own behavior and ask others for input.
- **Strategize.** Clarifying your goals shows you where to focus your efforts and how to measure success. Spend time thinking about what you want to do, as well as how to do it.
- **Continue learning.** Adding to your knowledge and skills makes you a more valuable employee. Sign up for training courses at work and read the major publications for your industry.
- **Take on a project.** If your options at work seem limited, you may be able to add to your qualifications by freelancing or creating a personal project. **Choose activities that align with your goals.**
- **Volunteer in your community.** Develop your potential while you support a worthy cause. Reach out to a charity you care about and offer to provide IT support or copywriting.
- **Be proactive.** Do you think about managing your career only when you're searching for a job? Setting personal goals on a consistent basis will give you more structure and motivation.
- **Have fun.** While professional success requires hard work, **you'll accomplish more if you keep your life in balance.** Spend time with family and friends, take care of your health, and try to see the humor in difficult situations.

Steps to Take With Your Boss and Coworkers:

- **Consult your boss.** It's easier to expand your role if your boss is on board. Ask them for a meeting to discuss your future and possible next steps. Show your appreciation if they're willing to coach you and advocate for you. If not, you may want to consider moving on.
- **Focus on impact.** Let your colleagues know how they'll benefit from your ideas. Maybe you can help your boss gain a new client or take over a task that a coworker wants to hand off.
- **Start small. Pulling off a minor victory may give your boss more confidence in your abilities.** Demonstrate your management skills by organizing the company picnic or simplifying the office recycling program.
- **Present a proposal.** When you have something valuable you want to add on to your job, write up a brief proposal for your boss. The process will help you to think through your plans and evaluate the final results.
- **Maintain your performance.** You'll naturally receive more support if you keep up with your current responsibilities, especially if others are depending on you. Continue being productive in your current role while you're exploring new spheres.

Whatever your job description says, there are ways to take on more responsibility at work or find opportunities in other areas that will strengthen your professional brand. When you're willing to move out of your comfort zone, you can develop your career and discover what kind of work will be fulfilling for you.



Are you on track for your next step?



Spring is a great time to do a little DIY on your career plans. The average person will change jobs 10-15 times in their career, so there is no reason to stay in a position that is not a good fit. However, before you make that move, you should take the time to evaluate your career goals and determine the right career path for you.

Evaluating your career goals is an active process that takes some time. Our FREE Career Planner is designed to help you evaluate your career goals and make a plan to achieve them.

Inside, you'll be guided through several steps including:

Review your experience and skills: Make note of all past job or volunteer activities you enjoyed or found rewarding. Make a list of the skills you would like to use in a new position.

Reach out to your network: Use your network of co-workers, friends and family and ask for advice or tips related to your goals. Networking can positively impact your career path.

Consider additional education or training: If you find that your career goals require more education or training, take that next step to find out more. There are so many free online classes that are a great option to help you gain knowledge. Volunteering can also help build your skills.

Think you're in the right place already? Using the Career Planner is also a great way to prepare for your annual review as well. You'll be prepared with a list of accomplishments and goals as well as have uncovered any roadblocks before you arrive at the meeting with your supervisor.

Evaluating your career goals is a vital part in career success. Having a clear picture of where you are going and what you need to achieve it, will put you on the path to promotion.

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I am Doing work that
I enjoy and Find FULFilling.

will be delivered in
July 2021

