

Coming Alive
FROM
Nine to Five
in a
24/7 World



A Career Search Handbook for the 21st Century

SEVENTH EDITION

Betty Neville Michelozzi • Linda J. Surrell • Robert I. Cabez

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FOR THE 21ST CENTURY

Seventh Edition

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A CAREER SEARCH HANDBOOK FOR THE 21ST CENTURY

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Preface

Coming Alive from Nine to Five in a 24/7 World is a unique handbook that develops, demystifies, and integrates the various facets of career/lifestyle search and choice. A handy reference book, it draws together into one comprehensive, practical, easily usable and reusable source the essentials of career/life decision making. Flexible enough to be adopted in whole or in part by individuals or groups, previous editions have been used in semester-long courses, workshops, individual counseling sessions, colleges, high schools, industry, and business. In short, *Coming Alive from Nine to Five in a 24/7 World* is intended for anyone searching for meaningful life activities: from students to retirees, from managers of households to managers of corporations, and from job trainees to career-changing professionals.

What's New This updated version of *Coming Alive from Nine to Five in a 24/7 World* focuses on career preparation for the twenty-first century by providing valuable, practical tools, techniques, and strategies. It is especially relevant for those who wish to obtain their ideal employment in today's competitive job market. Using the same personal approach as earlier texts, the seventh edition expands awareness of the career search process as it relates to a person's whole life. A first for this edition is the inclusion of instructions and guidelines for using the U.S. government's new replacement for its venerable Dictionary of Occupational Titles (DOT) called the O*NET database, which is an online career research tool that enables people to sort through various factors to find compatible careers to pursue. Additionally there are unique, simplified comparison tables for the three major national sources of jobs and career information: the O*NET database, the Guide for Occupational Exploration (GOE), and the Occupational Outlook Handbook (OOH). The comparison tables help readers easily navigate these complex resources. New value and personality assessments are presented to further pinpoint relevant career alternatives. Also, this edition contains updated Web site information directing readers to useful, supplemental material to aid in researching careers, investigating companies, preparing job search strategies, and conducting successful job searches. All sample résumés presented, whether intended to be written on paper or sent electronically, show the latest style and format in order to present a job candidate's accomplishments favorably to elicit maximum interest.

Writing this new edition has provided us with an opportunity to develop new material, integrate overlapping exercises, eliminate what seemed less relevant, and update innumerable bits of data.

The book begins with an upbeat discussion of success and moves quickly into self-assessment activities. It then considers some of the major societal factors that influence work and workplaces. Changes in the workplace and the nature of work are happening very rapidly and the next hundred years will no doubt also be filled with change. This book provides a template for finding work that best fits one's needs and desires. It suggests job search strategies that may make the difference between getting or not getting the job. The book ends with strategies on how to make decisions that will support career success.

If this book is used as part of a workshop or course, the instructor's manual includes a discussion of study skills especially useful in a career course as well as other materials to facilitate the task of assisting students with this most important activity: reflection on life goals, including, specifically, career choice.

As the field of career management evolves, so too will this book. The two new authors will continue the fine tradition and legacy initiated by the principal author in this and subsequent editions, continually striving to make the book's contents relevant and practical. To this end, your comments and suggestions on ways to improve this book are encouraged, and we can be reached at the following e-mail address: comingalive@humaxsys.com.

B.N.M.
L.J.S.
R.I.C.

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About the Authors

Betty Neville Michelozzi acquired firsthand experience in career change and search when she left college chemistry teaching to become a college counselor. With two academic master's degrees to her credit she is now retired. She currently works with Habitat for Humanity Guatemala fundraising for land acquisition and taking groups there to build simple homes on the acquired land. She also writes poetry, occasional articles about social justice, and is presently dabbling in writing fiction.

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Robert I. Cobeze is an international management consultant who develops and maximizes the leadership and managerial talents of individuals and teams to enhance their success. Having earned a doctorate in psychology and a master's in business administration specializing in business management, having worked in various management positions including cofounding a prosperous software company, and having counseled and taught thousands of clients, Dr. Corbez continually emphasizes that good career planning is a vital component for anyone desiring to achieve the best results in his or her career. When not consulting, coaching executives, conducting seminars, teaching, lecturing, delivery speeches, or writing, he enjoys sailing with his wife, Linda.

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Introduction

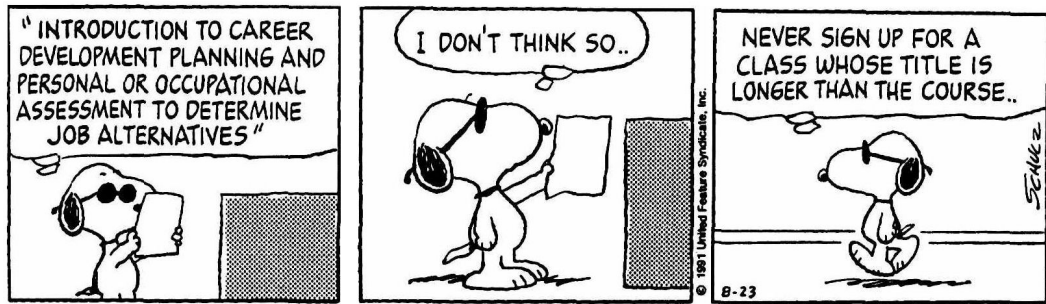
A Letter to You

Career search can be a special time to orient and organize your life. It can be a time when you look seriously at yourself and what you have been doing. It can lead you to question how you intend to spend your life for a time, or your time for the rest of your life: to keep or not to keep certain goals, to change or not to change certain behaviors, to aspire or not to aspire to certain positions—all with a view toward life enrichment, with you directing your efforts and activities toward the career or job you want.

Career search involves more than simply figuring out what job might suit you best. (That is the short-range view.) Your perspective expands when you ask yourself what you want that job to do for you. Once you ask this question, you may very quickly find yourself face to face with some of your deepest values and motivators, which will help focus your subsequent activities and stimulate you to actively pursue your dreams. Do you want power, prestige, profit? Peace, harmony, love? Are some values incompatible with others? Can you have it all?

Can you work sixty hours a week moving up the corporate ladder, nurture loving relationships with family and friends, grow your own vegetables, recycle your cans on Saturday, jog daily, be a Scout leader, meditate, and play golf at the country club? How fully can all your interests and values be actualized in the real world? What is the purpose of work? What is the purpose of life? These questions lead to that all-important question, What do *you* want out of *your* life?

This text is written for those in transition, whether in college and looking to start a career, currently employed and looking for a better job or new career, in a layoff situation and looking to find the right job in a timely



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manner, or retired and contemplating returning to the workforce or volunteering for something personally satisfying. Readers will have an opportunity to learn a thoughtful and practical career and life decision process if they are willing to let go of behaviors that are no longer appropriate and risk new ones to achieve satisfaction doing what they want and love to do. A book about career choice is inevitably a book about life and all its stages, for people from age nineteen to ninety-nine.

Because a career decision is so important, some people approach it with fear and trembling lest they make a mistake. Others avoid the process altogether, certain it will nail them down to a lifelong commitment. Still others feel that any job will do just to get them started on something! And then there are those who feel that even if they did a thorough career search, it would turn up absolutely nothing. Some people may feel that the world is in such turmoil, with threats of repeated terrorist acts, more war, economic malfeasance, and failing economy, that a career search is beside the point. So does this mean that finding a career or job is impossible? Of course not! It does mean, however, that those looking to be successful in starting or changing their careers will need to take charge and actively manage this process. In reality, a careful career search can help everyone. It can help *you* to see many possibilities, develop flexibility, and gain a great deal of confidence. It can even help people who have already made a career decision better understand themselves and their connection to the work world. The result can be greater career and life satisfaction.

THE PROCESS

What process should you use in making a thoughtful career decision? Many people choose their first career using the “muddle-around method.” They consider subjects they’ve liked in school: if it’s math, then they’ll be mathematicians; if it’s history, they’ll be historians. They consider the careers of

people they know and ask the advice of friends—a good beginning, but not always a broad enough perspective. If Uncle Jim the firefighter is a family hero, a new crop of firefighters is launched. If the career seekers fry hamburgers for a time, they're tempted to judge the whole world of business through the sizzle of french fries. If models and airline pilots capture their attention, they long for the glamorous life those people seem to have. They may try one job, move from here to there, get married, have a family, and move again, trying different positions, grabbing different opportunities. Then one day, they aren't sure just how it all happened, but there they are: spouse, children, house, job—"the whole catastrophe," as Zorba the Greek said. And they may wonder, "Is this all there is?"

Some folks make very early decisions: "I knew when I was two that I wanted to be a chimney sweep." Although deciding early may work out well and satisfy the need some people have to firm up choices, in other cases it means the person has closed off options that might have been more satisfying. Career choice is sometimes treated as trivial. Adults ask six-year-olds what they want to be when they grow up. Are they going to sell shoes at Penney's or invade the corporate complex of Microsoft? Will plumbing be their outlet or travel tours their bag? Even while quizzing the children, many adults aren't always sure what their next career would be if they had to choose.

At least occasionally, however, the image of life's wholeness will flash before you. You see that work will affect your life in many ways. The ultimate question will eventually present itself: "What's it all about?" If you deal in depth with career choice, you are bound to slip into philosophic questioning of life's meaning. To do otherwise is to trivialize a profound experience.

STAGES AND STEPS

Because you are reading this book, you're indicating that "muddling around" is not the way you want to approach your career decision. There are stages and steps in the career search process. For many people, the journey begins with not an idea in sight. As you gather career information, you may reach a point where you seem to be engulfed by too many ideas; things may seem to get worse before they get better. Eventually you must lighten the burden by choosing. You simply can't follow every career in one lifetime. The calmer you stay, the more easily you will arrive at your decision point.

The steps you need to take to reach a career or life decision must be part of a clear, understandable, and reusable *system*, one that

1. Helps you articulate who you are and what you do well.
2. Describes the work world as simply and completely as possible.
3. Helps you see where your personal characteristics fit into the work world.