

Career Smarts

Anne Carbert, Career Counsellor & Transition Coach

Listen to my interview with Deanne online on the Resources page at www.annecarbert.ca.

DEANNE KELLEHER



As the leader and key driver behind kAos Group's vision, Deanne Kelleher develops systems and processes that help individuals and companies uncover new sources of time and increased productivity in their daily functions. Deanne is a Silver Leaf member of the Professional Organizers of Canada, has been featured in *The Toronto Star*, *The Globe and Mail* and on *City Line*. She is a certified Trainer with Personality Resources International in the Four Ways™ system and is part time faculty at Centennial College. Deanne draws on her innate organizational instincts and her keen understanding of people to help individuals identify and implement needed changes to improve efficiencies and maximize growth potential, in both their professional and personal lives.

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Get Organized! Tips for Career Changers & Job Seekers

When exploring new career options or job searching, you'll need to keep track lots of research findings, contacts, and correspondence, etc. The key is to find a few systems and tools that help you stay on top of all this information so that you're confident you can find things when needed and you can also see your progress. Deanne has lots of tips. Experiment with a few new strategies!

The Benefits of Being Organized

- you can think more clearly and be more focused
- good systems can help empower you in your job/career search

Tips for Organizing Your Information

- keep your letters of recommendation, resumes, and other career documents in one computer folder
- name your folders and documents so you know what they are and can find your latest revisions
- track your web research using your browser bookmarks or capture pages with helpful software like Evernote (www.evernote.com)
- try using a spreadsheet to record research, contacts, applications sent, etc.

Tips for Organizing Your Space

- keep all your job/career information in one place
- if it pleases you, get colourful folders and sticky notes
- make sure your files are easy to find and easy to put away out of sight

Organizing When You're Busy

- take just 15 minutes to organize and see what you can get done
- don't beat yourself up – give yourself a break!
- when you're working on your job/career project, take 10 minutes at the end of each session to wrap up, file everything
- keep everything in one place

Take Action Now! => 5-Minute Challenge

- put all your career-related computer documents into one folder (sort later)
- OR, go to your web browser bookmarks and put them in a folder
- OR, create a folder in your inbox for all your job search e-mail messages

Free Resources on the Resources page at www.annecarbert.ca

- *Organizing Your Work Search* > a PDF checklist from kAos Group
- a spreadsheet example from kAos Group for tracking communications with contacts and job leads

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