

KEEP GROWING!

Develop Your Skills. Increase Your Value.

"PEAK" INSIDE THIS ISSUE



Complete Your Mid-Year Performance Evaluation



Stacking Your Skills-Based Resume



Leveraging Commonly Neglected Emotional Intelligence

NEW FOR YOU:

Feeling "stuck" in your career is a problem that I often hear from coaching clients. According to a study by Oracle*, more than 75% of people feel stuck personally or professionally. To help support career professionals experiencing this problem, I am hard at work developing an informative and interactive webinar on getting "unstuck" in your career. Be on the lookout for registration details sent directly to your email. I would love to have you join us. -Ethel

[*link to Oracle research](#)

QUOTE OF THE MONTH

"Believe in yourself, no matter what!"

~Naomi Osaka



GOAL SETTING

The key to growth is establishing, setting and following through on achieving meaningful goals. However, staying on track can be one of the biggest barriers. Read on to learn more about what you can do now.



CAREER MARKETING

Skills-based hiring is becoming increasingly popular among companies, while formal qualifications like degrees are becoming less important — especially as labor markets remain tight. Read on to learn more about skill-based resumes; the solution to skill-based hiring. Learn what you can be doing now to build and track the skills you need.



EMOTIONAL INTELLIGENCE

When we generally think about having emotional intelligence we think about demonstrating self control and empathizing with others. However, there are very important dimensions of emotional intelligence that are of critical importance and often overlooked. Read on to learn more.

Goal Setting

If you have attended my goal setting program, you will recall that there are 4R's to consider when creating your goal plan. These are up front considerations to ensure your success. The 4 Rs are: Resources, Reinforcement, Rewards and Regression. I created a brief video that provides the details of the 4Rs that you can access here; https://www.youtube.com/watch?v=6TDKN_OYRkU. For the purpose of this newsletter, I'll focus on "Regression", which is basically contingency planning in case you get off track and "Rewards" which is recognizing and rewarding yourself when you achieve a goal or make significant progress towards the goal.

TAKE ACTION: Complete a mid-year check point. Take some time to look at the goals that you set for 2023 and evaluate where you are. Here are some questions to consider to complete your check-in:

- 1) What goals have I set for myself this year?
- 2) If I have not set goals for the year, what goals would I like to achieve for the remainder of the year?
- 3) Which goals am I achieving well and how will I reward myself? (Rewards)?
- 4) Where have I fallen short (Regression) and how should I adjust?

Need help with goal setting and creating a plan for success? Attend our next Set S.M.A.R.T. Goals course. Learn more and register here: [Set SMART Goals](#)

Career Marketing

A skills-based resume, is a type of resume format that emphasizes your skills and abilities; particularly highlighting those skills and experiences that best align to the job (with specific examples). However, the work does not stop when the resume is complete. It is important to continue to document and create experiences that demonstrate your skills for the jobs you want.

TAKE ACTION: Start keeping a record of your performance

- Create a document that includes a summary of your key accomplishments and contributions to your team. Describe the situation, your specific actions, the results and the skills that you demonstrated.
- When you complete your performance evaluation or apply for a new job, utilize this wealth of information to highlight the skills specifically required for the job. You will stand out from most because you are providing specific examples tied to job relevant skills.
- If you are short on a particular required skill, look for ways to learn that new skill. You can also create experiences that will enable you to learn and grow the needed skills; for example, volunteering or initiating a project.

Do you need a skill-based resume? [Contact Us](#). Do you need a way to track your accomplishments at the right level of detail? Purchase my paperback journal on Amazon, ["Go, Me - How I Make an Impact in the Workplace."](#)

Emotional Intelligence

There are four domains included in Emotional Intelligence. They are 1) Self Recognition 2) Self Management 3) Social Recognition and 4) Social Management. Under the domain of Self Recognition, there are several dimensions that are often forgotten when we think about Emotional Intelligence. They are, Self-Acceptance, Self-Appreciation and Confidence. When it comes to moving forward in your career, these dimensions are crucial to your success. Here are just a few examples of why that is the case:

- 1) These dimensions are what drives us to go for that stretch assignment or reach outside of our comfort zone.
- 2) These dimensions fuel a strong sense of our value to ensure that we are paid what we deserve.
- 3) These dimensions drive us to speak up for ourselves and take action when our needs are not being fulfilled.

TAKE ACTION: Take time for self reflection on your job and career. Ask yourself these questions:

- 1) Does my current job consider my full value and potential?
- 2) What's holding me back from living up to my full potential?
- 3) What can I do about it?

Do you want to know how you are doing when it comes to emotional intelligence in these areas and more? [Contact Us](#)