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## How to Manage Your Career

How do you find an ideal career that is just right for you?

Many times, people tend to drift into careers that probably their parents decide for them. As long as it is what you can do better and are comfortable with, there are no problems in going for it. But, if that is not the case, is it worth choosing for?

There are a thousand career options open to you today. So there are all the chances that you can get into a line of work that you can excel in and which also gives you sustained gratification.

How to know what career would suit you the best is the question.

*Starting out to make money is the greatest mistake in life. Do what you feel you have a flair for doing, and if you are good enough at it, the money will come*  
- Greer Garson

A number of factors act as motivators, and money usually tries to be the top most. It involves some serious thinking at your side to come up with the right choices or the probability of your searching for another option within 2-5 years would be high.

Most people change their careers at least 7 times over the course of their life!

However unbelievable that sounds, it's a fact!

How successful you'll be in making transitions among careers can at least be partially attributed to the amount of career planning and preparation you've done.

Different people are driven by different things at different points of their career. It's all about getting your priorities clear and fulfillment will be on its way home!

Now, every job-seeker needs to take the time to step away from the day-to-day grind of work and do some introspection. It will set the base for the development and enhancement of your careers options.

Career planning isn't just restricted to people who are frustrated and confined to their job, it also applies to those who are happy with their current jobs too.

There is always room for improvement and scope to grow. You just need to explore the realms of your potential and the options at hand.

This book is about career management, and it can serve as a useful tool to anyone who wants to make a success of their working life, and that's possible only if people find fulfillment in their work.

We will help you determine the vital criteria in your chosen career and help you produce a winning Resume that sells you right off the page!

We will also look at varied interview techniques and how to prepare for them. We will also help you hone your negotiation skills to acquire better terms and conditions.

If a career in HR is what you are after, this book will be an essential resource in your quest for getting that role that you want and deserve.

We spend more than half of our lives working, so we might as well get it right by putting in a little effort.

It pays to make the right career choice and it doesn't matter whether you are preparing for your first job or looking for a career change – it is never too late.

Here's something to think over.

Say, it's your endeavor to be in a high profile executive role, but you also aspire of having a balanced personal life, wherein you intend to reach home by 7 every evening.

Now these are very conflicting goals; one usually gets compromised to achieve the other effectively. If you try to manage both goals you might end up fulfilling neither and making yourself unhappy in the process.

This is where career management can come real handy. It helps you sketch a career plan that see to it that your personal and professional goals, aspirations, values and belief are in perfect cohesion.

If this balance is not achieved, then you might achieve a lot on your professional front but at the expense of your personal happiness.

Is it worth it?

There are no rights or wrongs here – but you need to start with the end in mind.

Hence before we go into techniques and strategies to manage your career, we need to spend some time looking at your own overall life plan and where your career fits in your scheme of things.

## Managing The Interview

Now let's see how to approach these questions and customize your answers if asked in an askew manner.

### QUESTION TYPE NUMBER 1

“Are you capable of doing the job?”

Questions falling under this category are basically an attempt by the interviewer to probe into your past experiences and basically getting a sense of where you are coming from.

It's on the basis of your past experiences and achievements that the interviewer will assess how suitable or otherwise you are for the post you have applied for.

Don't get confused with askew questions, most of them can be responded to with the same answers. Relate the answers to what all you have done in the past and make sure you **PROVIDE EVIDENCE**.

Avoid vague statements such as:

“I have worked with all types of people from all different backgrounds”

“I have managed teams of up to 10 people in the past”

“I enjoyed working at BLOGS COMPANY”

These are just generalizations; they provide no substance or evidence.

Instead you should say:

“I have worked with all types of people from all different backgrounds this has meant that I have been able to build up a tool box of communication skills so I can get the best out of people and also know what motivates different people to get the job done”

Can you make out the difference?

Isn't the latter a making a powerful statement?

Start to think like an interviewer.

Ask yourself the “So what?” question.

This means that whatever you say in response to a question pretend that the interviewer says to you “So what?”