

Career Headlines

Monday, March 23, 2015

Know Yourself

When Josh hears a text message chime, he grabs his cell phone with one hand and his work kit with the other, so he can head out to his first job of the day. Several expensive tools fall out. When he bends to pick them up, he knocks over a bottle of juice on his workstation. Quickly, he puts his phone down and wipes drops of liquid from his laptop.

Thankfully, he had closed the laptop cover after he hurriedly printed his work order a few minutes ago. He's rushed because he needed an extra ten minutes of sleep this morning, and he also stopped to buy the juice to get himself going.

Josh picks the tools up off the floor and gets the crisis under control, but not before his boss walks by and starts asking questions. "Josh, what's going on here? Did that computer get wet? Are any of those tools broken? Why are you texting at work? Aren't you due at the client's in 15 minutes?"

As he leaves, Josh feels discouraged. "When I took this job," he thinks, "I wanted to prove that I'm really good at my job so they'll promote me to supervisor and give me a raise. But, at this rate, I'll never get promoted.



Does Josh's predicament sound familiar? What would you do in his situation? Think about Josh's goal of wanting a promotion and a raise. Is he working effectively toward a goal?

Josh's long-term goal is to be a supervisor, but he's letting daily tasks get in the way. Reading a text message, taking extra minutes to sleep, and stopping for juice have caused a dilemma. He's making himself look bad.

Your long-term goals may not be things you think about every day, especially if they seem too far away. They're often called back-burner goals. As a first step in identifying your long-term goals, you need to look at the things you want to get to, but have been putting off. Some of these things may be trivial—washing your car, for instance. But others are important to your future.

Action: List a few of the biggest and most important things you want to do, but are currently on your back burner.

1. _____
2. _____
3. _____

Note to teachers: Today's lesson was taken from *Self-Management and Goal Setting*, written by Career Solutions Publishing for Cengage Learning.

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