



PROCRASTINATE YESTERDAY!



"If you procrastinate, there is no organisation or self-control, and that leads to failure."
 (Source: Janet Bigham Bernstel and Stephen Windhaus in *The 10 Minute Guide to Getting Organised*, page 122).

Procrastination is one of the major reasons people fail to realise desired career changes: Tasks become too hard or other activities take precedence. Before we know it, our desired career change becomes little more than a half-forgotten dream.

If you find procrastination a problem, it is time to take a serious look at yourself: Keep a diary for a week. Notice when, where and what kinds of things you tend to procrastinate about. Explore why that might be the case. Ask yourself what's the benefit behind the procrastination? Are you setting yourself excessively high standards, which you are also worried you may not

meet? Whatever the reason, knowing what it is, takes you one step closer to overcoming it. Once you have determined the conditions where you procrastinate, it is time to develop some strategies to overcome them. Here are a number of strategies that can be applied:

- The most simple strategy is to do a small piece of it: Identify the tasks required to turn that desired career change into reality. Determine the sequence in which these tasks should be taken. Then, first thing each day, do one small piece of it. Before you know it, you will have arrived at your desired career's door.
- A second strategy is to break down large tasks into smaller, more manageable ones.
- Another strategy is to do the most unpleasant task first. Then reward yourself for having completed that task.



"Discipline leads to success by way of organisation and self-control."
 (Source: Janet Bigham Bernstel and Stephen Windhaus, *The 10 Minute Guide to Getting Organised*, page 122).

The [SEMINARS OF THE FUTURE SERIES](#) will kick off next year with "Overcoming Procrastination in Your Career". So, remember, leave procrastination for yesterday and enjoy the feeling of satisfaction for a job well done.

OUR MISSION

To provide a professional service, using best practices.

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OUR MOTTO

- Be Proactive.
- Take Charge of Your Career.
- Look After Your Health.

Members: To ensure an uninterrupted subscription to HQ and CQ, be sure to advise us of any changes to your contact details.

Applications for membership can be made by completing the reply slip on the back page of HQ. Send it, along with your cheque, to the address shown below.

Your opinions are important to us. We invite your comments, feedback, criticisms and etc. on this and future issues. Enquiries, or requests for further information can also be made to the address below.

HAVE YOU GOT THE EXPERIENCE?

Career changers and those embarking on their first career may find the request for experience daunting. How does one get the experience in a particular field before one gets that first position?

If you find yourself confronted with this kind of hurdle, there are a number of strategies you can utilise, including:

- committee involvements
- voluntary work
- hobby activities
- work experience (i.e., that is organised through school or university courses)
- community work.

If, for example, you are interested in a writing career, you could volunteer to do the newsletter for your (or your child's) school, professional association or community club/organisation. If you are interested in a career in counselling, you could volunteer to do 'life line' counselling.

There are many opportunities out there to gain that experience in your field of interest. These same opportunities will also give you the chance to assess whether you really want to work in that particular field.

So, what opportunities can you create for yourself in order to get that first job in that new field or occupation?

FOOD FOR THOUGHT

"... working women earned 75 cents for every dollar men earn, and this difference holds for college graduates as well as for women in careers where they outnumber men. There are millions of women now working who stayed home to raise children and who have thus been in the workforce fewer years than men in the same professions. The salaries of young women who have never had a child or older women who have never married approach equity, and in the latter case even exceed those of men" (See Jane Win, page 326).

Glass ceilings, sticky floors and sticky walls have been well-documented over the years. The above quote represents one more example of the differential treatment women receive in the world of work. Whilst no-one would recommend foregoing the opportunity

of having children for the benefit of one's career progression, one can still limit these disadvantages on return to the workforce.

Some of the strategies career changers use can be well-employed by mothers returning to the workforce. Women also benefit by having a mentor. There may be mentoring programs that you can tap into in the workplace or through your professional association.

So for all the career-minded women out there: What can you do to improve your position in the world of work? For everyone else: What can you do to assist women realise their potential in the world of work?

'TIS TIME

'Tis time to renew your membership in Rachel Abramson & Associates. Membership entitles you to:

- subscription to CAREERS QUARTERLY,
- subscription to HEAD QUARTERS,
- free entry to [SEMINARS OF THE FUTURE](#) series,
- free entry to [PROFESSIONAL PRACTICE PROGRAM](#) series, and
- 20-30% discount off our private consultations.

MORE FOOD FOR THOUGHT

The authors of Very, Very Rich: Profiles of Phenomenal Entrepreneurs tell us that entrepreneurs are both visionary and persistent. It also seems they balance risk-taking with careful evaluation. Do you have what it takes to be the next phenomenal entrepreneur?

ANNOUNCEMENT

The [PROFESSIONAL PRACTICE PROGRAM](#) (P.P.P.) is now on offer in the same format as the [SEMINAR OF THE FUTURE](#) Series. The P.P.P. will run on the first Wednesday of every alternate month from February through to December each year. Entrance is now free to members. As before seminar topics cover everything you need to know to set up, run and grow your small business or professional practice.

SEASONS GREETINGS

We would like to take this opportunity to wish our clients, members and colleagues a merry Christmas, a happy Hannukah, and all the very best for 2001. We will be open every day over the merry season, except 25th December 2000 and 1st January 2001.