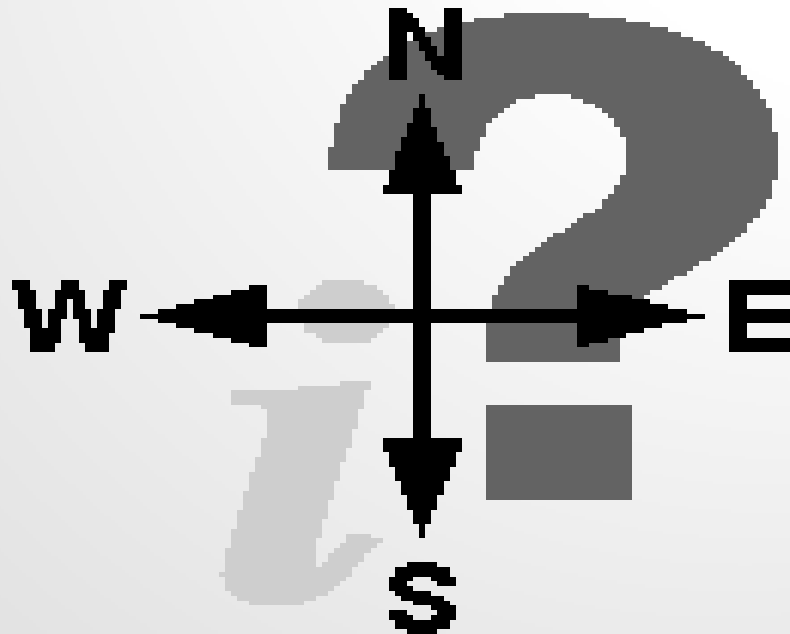


Spanning the Decades: How to Plan and Personalize Your Career

Region IV Spring Meeting, April 17, 2013

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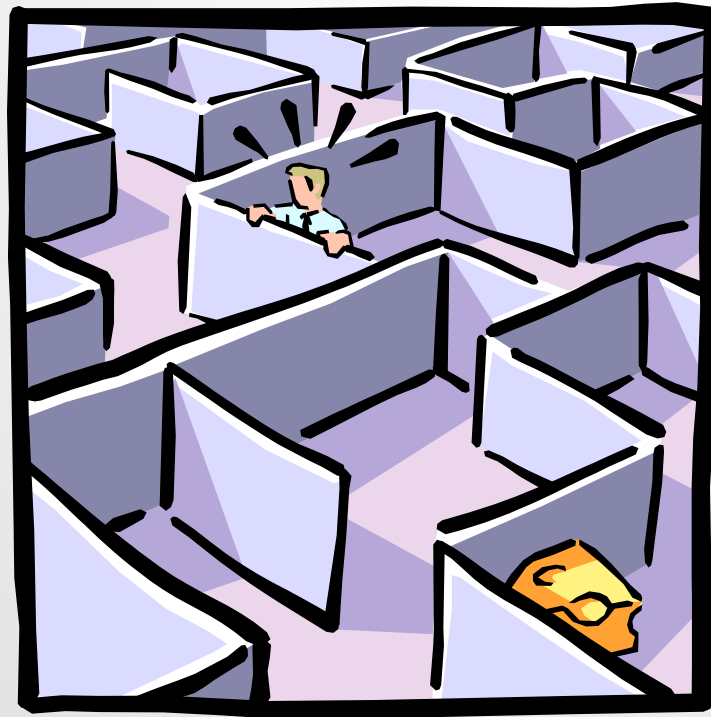
What Is the Most Important Step to Take While Planning?



SET GOALS



How Do You Set Goals?



Identify Skills Where Your Interests Lie and Better Know Yourself

- ▶ What do you enjoy doing?
- ▶ Are you left-brain or right-brain?
- ▶ Explore, investigate and tap into new resources
- ▶ Examine your interests with these helpful tools
 - <http://www.wikihow.com/Analyze-Your-Skills-and-Job-Options>
 - Myers-Briggs Type Indicator

Don't be Afraid to Develop Skills Outside of Your Current Realm

- ▶ Try something different, you may enjoy it
- ▶ You may learn that you have hidden skills and talents
- ▶ You are never too old to take on something new
- ▶ Volunteer to test drive a new opportunity

Find Ways to Develop, Enhance and Improve Your Skills

- ▶ Obtain a degree
- ▶ Pursue advanced degree
- ▶ Receive certifications
- ▶ Learn another language (or two)
- ▶ Join groups of like-minded professionals

Evaluate and Re-Evaluate Your Current Experience

- ▶ Are you able to develop skills in your current position
- ▶ Should you seek another position that would add to your skills
- ▶ Do you need to begin volunteering for an organization that would increase your skills and exposure

Achieve Work Life Balance

- ▶ Unique to each individual
- ▶ Find the time
- ▶ Avoid burn out
- ▶ Mobility
- ▶ Change with the changes

Example:

- ▶ Jane Doe enjoys literature and majors in English. She finds a job as an administrator in an Engineering Department. Staff notice that she has good technical editing skills, and she advances to a grant administrator.
- ▶ Jane then finds an opportunity to volunteer for editing newsletters for NCURA. Then she presents “Publishing with NCURA.” She publishes articles in the newsletter and then in the Research Management Review Journal. She would like to pursue an editor post with the NUCRA Magazine and later on the RMR Journal.

**Get a Big Calendar
Set Timelines
Map Out the Decades
It's Not Too Late!**

20s – Education

30s – Education, Experience

40s – Education, Experience, Confidence

50s – Education, Experience, Confidence, Achievements

60s – Education, Experience, Confidence, Achievements, Accolades

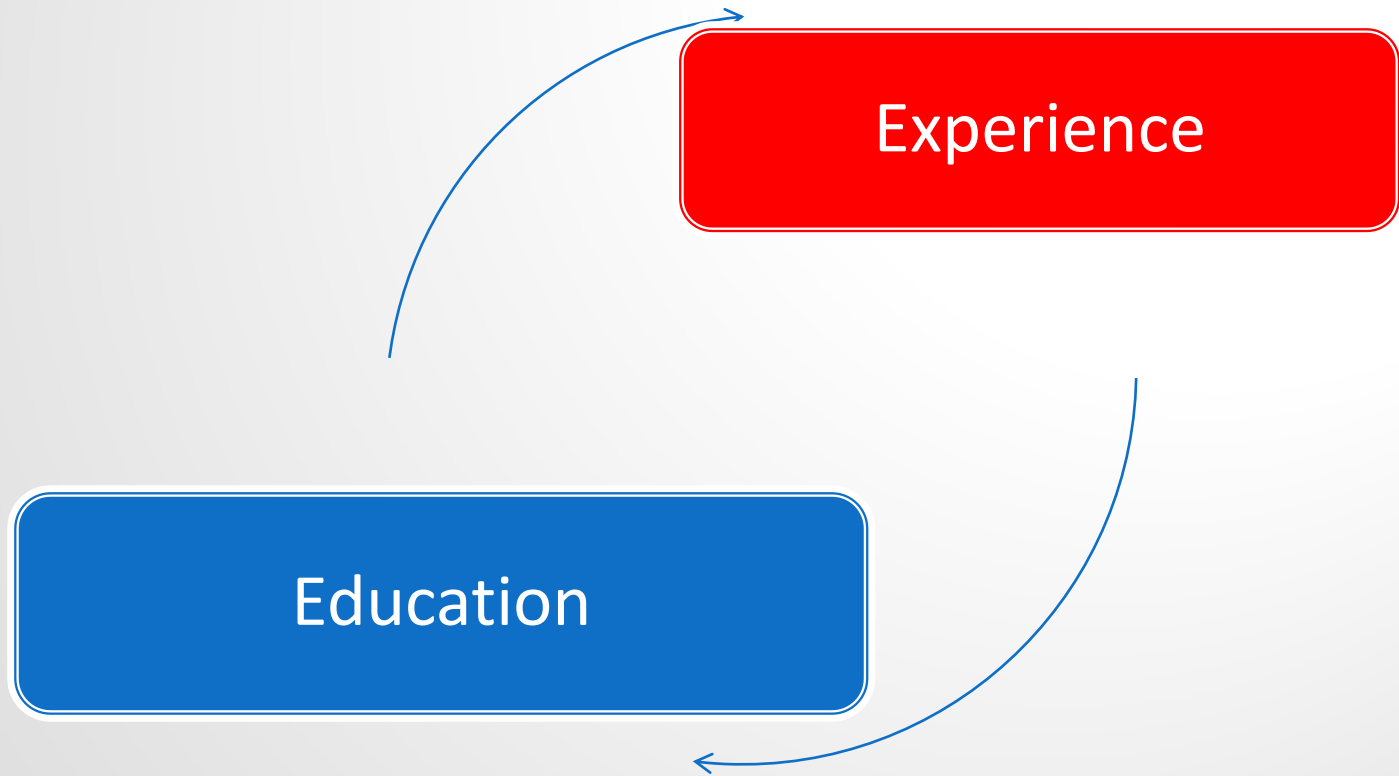
Your 20s

Education

20s – Your Energy Level Is at Its Peak, Use It!

- ▶ Obtain degrees and advanced education (it's NEVER too late to further your education)
- ▶ Set long-term goals NOW
- ▶ Find a mentor and learn more about the career
- ▶ More education than experience

Your 30s



30s – You Still Have Energy, Use It!

- ▶ Develop and enhance your network
- ▶ Obtain certifications
- ▶ Publish articles based on your work which has now accumulated
- ▶ Check your career compass – are you heading in the right direction?
- ▶ Gain respect for your experience

Your 40s

Education

Experience

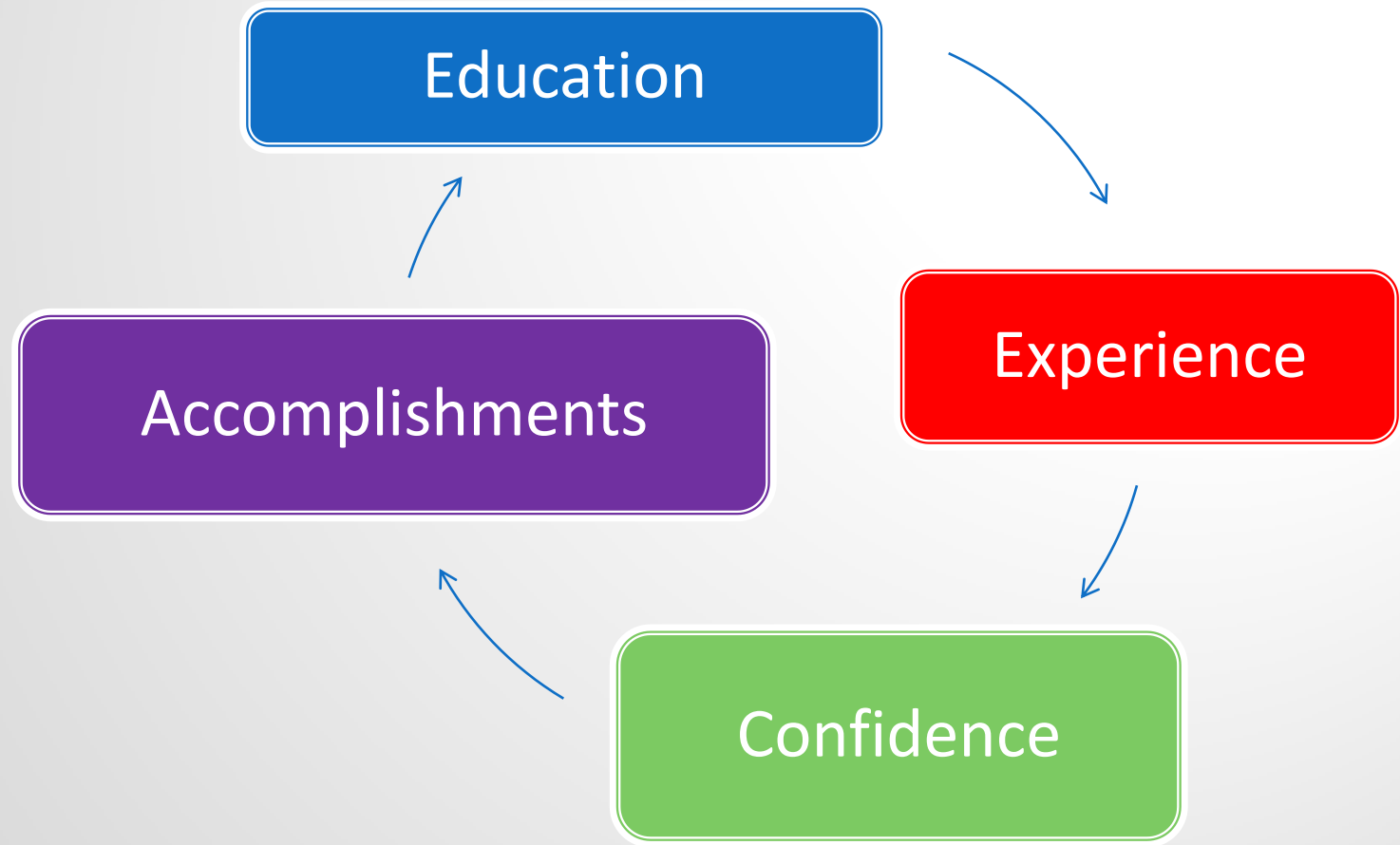
Confidence



40s – Your Energy is Waning; Many People do a 180 and Change Course as Interests Stagnate or Change

- ▶ Go ahead and change course
- ▶ Pursue activities that offer visibility
- ▶ “I’m too old” is a worn-out excuse and not allowed
- ▶ Back to the future
- ▶ Tap into your salty dog

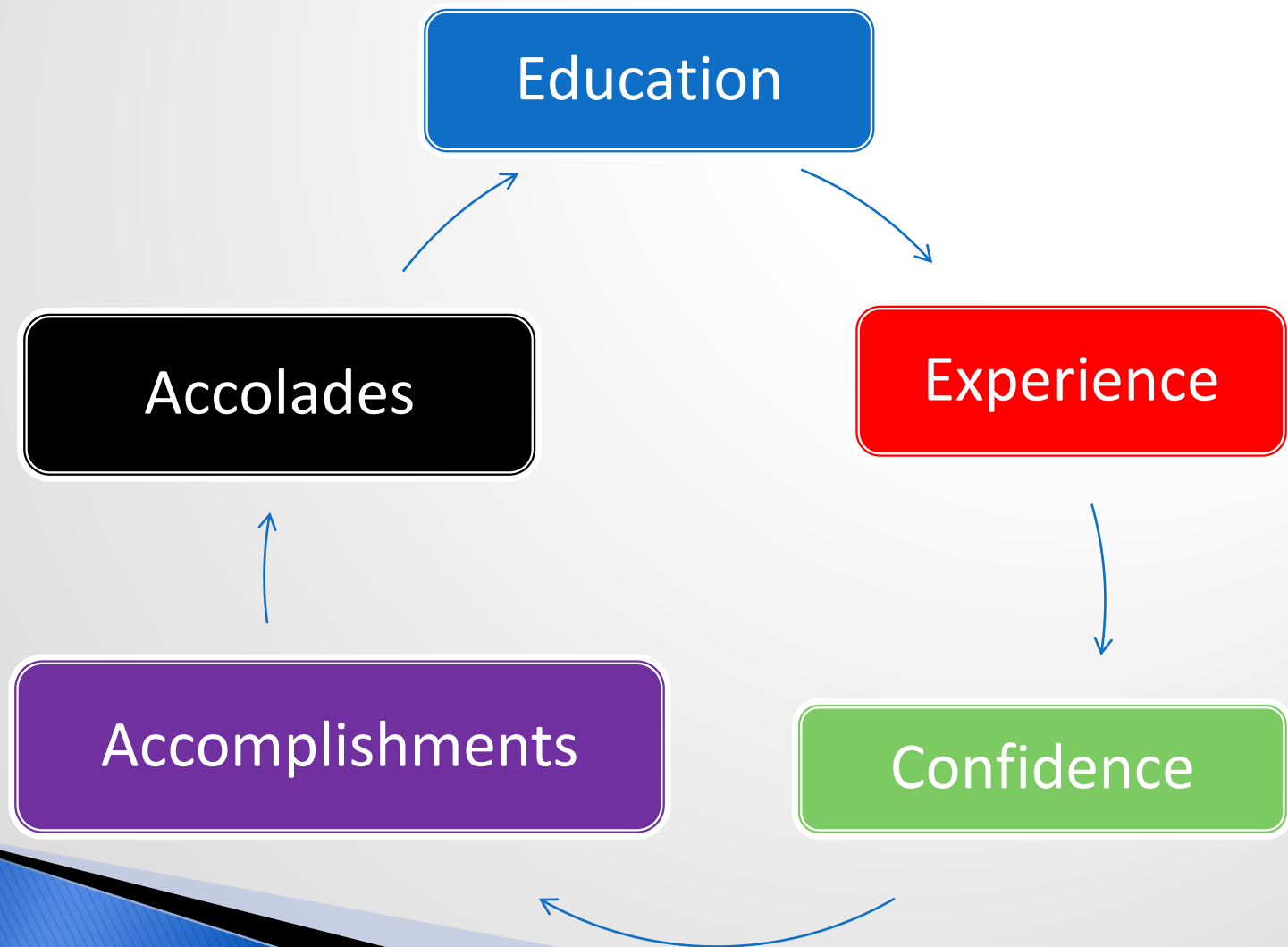
Your 50s



50s – You Have Accumulated Years of Experience, It's Time to Give Back

- ▶ Less pressure to claw your way to the top
- ▶ Freedom to share with less risk
- ▶ Mentoring
- ▶ Teach, Instruct, Present
- ▶ Publish your experiences
- ▶ Reflect on your missteps and help others avoid them

Your 60s



60s – and Beyond – Don't Slow Down!

- ▶ Don't retire from being active
- ▶ Stay relevant and keep fresh with the changes that are ever present in research administration
- ▶ Pursue activities that offer perks: travel stipends
- ▶ Teach courses relevant to your areas of expertise
- ▶ Pursue leadership roles on task forces and committees to help shape the future

Questions?

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