

The Move to Work and Career

What do you bring to the world of work?

Employers value your [discipline specific knowledge](#), [transferable skills](#) (e.g. teamwork) and personal attributes (e.g. reliability and initiative). What do you bring to the world of work? Many of you will already have work experience. If not, you can begin to explore your options for gaining some experience now.

Depending on whether you're in the market for career choices, job hunting or adjusting to the workplace, make sure you devote some time and energy to exploring the great resources available from our [Careers Service](#) including career options, assistance with resumes and interview preparation. This service is available to you even after you graduate.

Remember, preparation and attention to detail will improve your chances of success.



Reflection: Career plan

What's your current career plan?

What do you need to know next and then what action do you plan to take?

**“Make sure
you devote
some time and
energy to
exploring the
great
resources
available from
our Careers
Service”**

*Take the first step in
faith. You don't have to
see the whole staircase,
just take the first step.
Martin Luther King, Jr.*

The Move to Work and Career

Some Career Tips from 2nd and 3rd year-out Graduates

- Clean up your web image;
- Check job sites and keep up to date with what's happening in your field;
- Determine your career goals and who can help you achieve them. It's the new grads with networking skills, not necessarily the best students who find their dream jobs;
- Have conversations and make connections with people everywhere. Who do you think would be a good mentor for you?
- Your first job won't be your only chance for your chosen career. Try out various roles, full time or part time work and don't be afraid to admit something mightn't be right for you;
- In the early weeks, be enthusiastic, realistic and prepared for literally anything. The first day you might meet the whole team or you could spend the day reading at your desk. Be flexible and make the best of any situation. Do boring tasks well and offer to help your colleagues if you find yourself at a loose end;
- Learn about the culture of your organisation;
- Ask questions while you're still new. What's expected of you?
- Sometimes your expectations about salary and workspace can be unrealistic;
- Be professional and build foundations for a good reputation right from the start;
- Dress well, be punctual and show respect. This costs very little;
- Take the initiative and get know people including your boss. Build good relationships;
- Demonstrate your goodwill and positive attitude. Use your initiative, add value and become a team player;
- Life's too short to build up any resentment about small stuff. If you can't fix it, let it go;
- Keep organised and prioritize tasks. Be known as a problem solver and do your best work;
- Say no firmly when you know you can't deliver;
- Don't take things personally; and
- Hold your bottom line when it comes to healthy work-life habits.

“Be flexible and make the best of any situation. Do boring tasks well and offer to help your colleagues if you find yourself at a loose end”

Have a bias toward action – let's see something happen now. You can break that big plan into small steps and take the first step right away.

Indira Gandhi

The Move to Work and Career

Review your work-life fit regularly

Those new grads already established in their careers will need time to re-establish a new rhythm. After using spare time and weekends for study, it can take a while to connect again with quality leisure and family time without feeling guilty. If this resonates with you, be patient with yourself. Give some thought to which solitary, leisure and family pursuits you enjoy. If you find yourself distracted, take three slow breaths and pay attention to the present moment.



For career entry grads, be mindful of the role balance that's right for you. In some professions you might receive invitations to work long hours. Even if you're highly ambitious you still need to take care of your positive mental health and wellbeing. Some workplaces offer flexible conditions. Keep your ultimate goals in mind, manage your stress and build your resilience.

Here's a [useful resource](#)

Reflection: Work-life balance

What relaxing or fun activities you could include in your daily routine?

What new interests would you like to pursue?

“Even if you’re highly ambitious, you still need to take care of your positive mental health and wellbeing.”

*For fast-acting relief,
try slowing down*

Lily Tomlin

The Move to Work and Career

Take Care of Yourself

Your health and wellbeing are assets. Take good care of yourself at this time. Hold onto a daily routine. Eating healthy food gives your mind a chance to perform at its best. Exercise most days and remember that sleep isn't a luxury. Take time out to rest and regenerate.



“Be proactive and expect to succeed. As a life-long learner, learn from your experience.”

Change is the end result of all true learning

Leo Buscaglia

Build Resilience

Research links resilience to life and career success. Anytime you pursue your goals with energy and overcome setbacks you build further resilience. So maintain a constructive outlook, keep an open mind and challenge any self limiting beliefs. Be proactive and expect to succeed. As a life-long learner, learn from your experience. Take delight in every opportunity that comes your way.

The Move to Work and Career

Manage Stress

The first few months can be hectic. If you're stressed at times remember you aren't alone.



**“Challenge
unhelpful
thinking and
watch out for the
inner critic”**

*Nothing diminishes anxiety
faster than action*

Walter Anderson

Here are some stress management tips:

- Take note of your own stress meter;
- Don't judge. Tell yourself "It's ok to feel stressed";
- Note the main sources of stress;
- Accept what you can't change;
- Use your creativity to solve problems and find solutions early on;
- Keep things in perspective;
- Learn from your mistakes and move on;
- Take charge of what you can;
- Keep moving towards your goals;
- Plan a flexible schedule for the coming month;
- Take small steps, one at a time;
- Aim for success not perfection;
- Use your relaxation techniques;
- Calming your body helps to calm your mind;
- Take slow breaths and think the word "calm";
- Imagine going on and doing things well;
- Imagine a peaceful scene;
- Hurry slowly;
- Use positive self talk e.g. "I'm up for a challenge. What can I learn here?"
- Challenge unhelpful thinking and watch out for the inner critic;
- Stay in the moment "Let it be, be here now" and focus on one thing at a time;
- Ride waves of emotions and share your feelings with others
- Stay connected to your life; and
- Reach out for support

Reflection: Well-being and Stress

I'll maintain my well-being by.....

I'll manage my stress by....