

2010 Crossroads Career® Workbook

Includes Career Guide, Exercises and Devotionals
How to Walk through Crossroads in Your Career
6 Key Steps to Find Work, Career, Calling

Maximize your Career

in the New World of Work

WORKBOOK PREPARATION – USE IN PRINT AND ONLINE

Your Name _____

Email _____

Phone _____

1. If you are not yet registered online to use the Workbook and all its resources, go to www.CrossroadsCareer.org/register.
2. Download, save on your computer to use online, and print to write in the Workbook.
3. Put your printed Workbook in a 3-ring binder (where you can also put your resumes, assessments, etc.).
4. Put dividers numbered 1-6 in front of each of corresponding 6 steps.
5. Open the saved copy of the Workbook to work online and click on hotlinks to find more career resources.

Provided by Member Churches in the

Crossroads [†]Career®
Network

“Stand at the crossroads and look... ask for the good way... and walk in it...” Jeremiah 6:16

WELCOME TO THE 2010 CROSSROADS CAREER® WORKBOOK

Maximize your Career

in the New World of Work

THE WORLD OF WORK IS CHANGING

As I write this, more than half of the 150+ million people in the U.S. workforce are unemployed, underemployed, miserably-employed or nervously-employed. Not only is the economy causing a roller coaster ride for millions, but also the nature of employment is changing. The new rules of work include having 13+ jobs during your career, and being responsible for finding your own way.

To help you find the right work, career and calling for you, the churches of the Crossroads Career Network offer this 2010 edition of the Crossroads Career Workbook with 6 key steps:

Step 1 Attitude:	Accept Loss & Opportunity
Step 2 Aptitude	Discover Your Strengths
Step 3 Altitude:	Target Marketing
Step 4 Searching:	Find Opportunities
Step 5 Sorting:	Two-Way Interviews
Step 6 Selecting:	Walk in Work Prepared for You

More than 100 executives and experts in human resources, recruiting, career coaching, job search, resume writing, training, development and more contributed to this Workbook and its online resources. The Workbook includes a career guide, work exercises and read-and-write devotionals. You can complete the Workbook on your own or, even better, get together with others in a study group or workshop. It comes with free online registration for additional job search, career transition and discover-your-calling tools, tips and tests, including:

- The web's largest job search engine
- Free online assessment of your God-given gifts
- A national network of more than 100 career group locations

Whether you are unemployed, underemployed, miserably-employed, nervously-employed – in school preparing for work or in retirement returning to work – you are an incredible, one-of-a-kind person made by God for the good works He prepared for you. This is your invitation to maximize your career by hearing and following God's calling...

Thus says the Lord, "Stand at the crossroads and look ... ask where the good way is... and walk in it..." Jeremiah 6:16

Blessings to you,
Brian Ray, Founder
Crossroads Career Network

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MAXIMIZE YOUR CAREER NOW

Maximize means making the most of every situation. It is not a quick fix. It is not a goal that once accomplished, you are done. It is continuously getting better! It takes work and good decision making.

*Therefore be careful how you walk, not as unwise men but as wise,
making the most of your time... Ephesians 5:15-16*

Your career is about your work life. It starts in your youth doing family chores through your 20s into your 60s – extending into your “retirement years.” It includes all your educational and vocational experiences – whether you are paid or not.

To maximize your career is to take full advantage of God’s unique design in you. Your growth of experiences, abilities, interests, personality and values will reflect your walking in work God has prepared for you. Maximum return on investment can be yours by exploring and discovering that you are God’s workmanship created by Him for good works.

You will have to invest time, money and effort – and it will be worth it. Start now by thinking of yourself as a *Career Explorer...*

Ready for adventure...

Reaching forward to what lies ahead...

Finding career direction, the right work and your true calling!

In the “new world of work,” not only have there been ups and downs in the economy and employment, but also the rules of work have changed according to Peter Bourke, author of *A Better Way to Make a Living...and a Life*.

THE WORLD OF WORK

Old Rules

- “Maternalistic” companies
- Employment for life
- Benefits paid
- Full-time workforce
- All functions in-house
- Big = stability
- Retire at 62
- Typewriters/Ma Bell

New Rules

- Layoffs prevalent
- 13+ jobs in a career
- No pension share \$s
- Part-time contractor
- Outsourcing
- Small = stability
- Don’t retire
- The Internet

Your next job is probably not going to be your last job, which means you should be preparing for your next career crossroads while you are on your current path. These opportunities of change and challenge can actually bring out the best in you and the best for you:

- Re-examine yourself to find new and different abilities, interests, values and passion.
- Look for new and different work where your strengths bring greater value.
- Meet new people and make new friends as you reach out to find help, hope and fellowship.
- Count your blessings, reprioritize what is important and recommit yourself to them.
- Draw nearer to God as you seek to find what He has prepared for you.

YOUR CURRENT WORK

Before you look to your future, it is helpful to put your current work situation in perspective.

Put a check mark beside the circumstances that apply to you:

Mis-employed, miserable or nervous because...

- St-st-st-stress!
- Bored and/or in a rut
- Worried about losing your job
- Need or want to work from home
- Working for a boss behaving badly
- Just don't like or not good at what you are doing
- Not enough money - too many hours - maybe both
- Want to be an independent contractor or maybe own your business
- Spending too much time "on the road again" either commuting or traveling
- Familiar with the words to this popular 1950s folk song written by Merle Travis ...

*"You load 16 tons, and what do you get? Another day older and deeper in debt.
Saint Peter don't call me 'cause I can't go. I owe my soul to the company store."*

Unemployed because...

- Quit, laid off or fired from your job
- Nearly and newly graduated from college or high school
- Recently divorced or going back to work after raising children
- Just relocated and seeking new job

Happily employed, but...

- Successful and prosperous, but lacking a sense of greater purpose, vision and mission
- Half-way through your career and wondering about your "second half"
- Just finished reading a book about your purpose in life

Fulfilled and called...

- Using God-given abilities, interests, personality and values
- Living and working with a sense of purpose, mission and fulfillment
- Hearing and following God's calling and maximizing you career

Circle the words on the range of work situations that best describe how you feel now...

Unemployed	Mis-employed/miserable/nervous	Happily-employed	Called
Need work	Need to change	Something isn't right	No purpose
			Fulfilled

MAXIMIZE YOUR CAREER IN YOUR CURRENT WORK

If you're anything less than called and fulfilled in your work, *you* might be contributing to the problem without even realizing it. If you're doing anything less than your very best in your work, you could be short-changing yourself, your employer and God. If you have a bad attitude about your work, your boss, your coworkers or any other aspect of your work, that attitude could be spilling over into your performance and relationships.

To maximize your career in your current job, consider this...

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:22-24

Does this describe you and how you work? Are you working heartily and with sincerity of heart? Are you serving God in your job?

Maybe you're thinking, "Yeah, but you don't know my boss." You're right, but consider this...

Slaves, submit yourselves to your masters with all respect, Not only to those who are good and considerate, but also to those who are harsh. I Peter 2:18

If this describes your boss, it's especially important to take your attitude and performance to their highest. You may discover your situation changes for the better, because you have changed *how* you are working.

If you know you have to leave your current work situation, then work all the more heartily and finish well! While doing your best in your current job, start to explore new jobs or careers and seek God's calling. It's perfectly okay to walk through crossroads in your career and wind up in the same job, but with the conviction that it's the best place to be at this time.

EXPLORE CROSSROADS IN YOUR CAREER

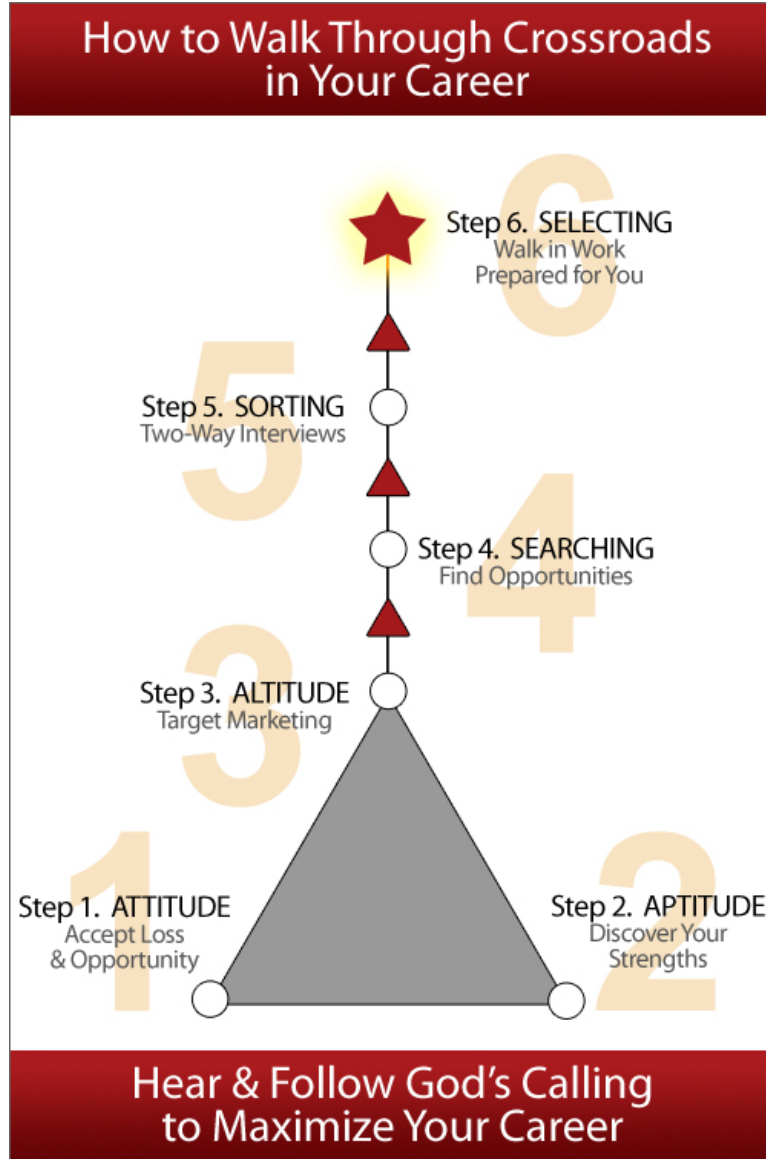
The Crossroads Career program consists of 6 steps:

- | | |
|-------------------|-------------------------------|
| Step 1 Attitude: | Accept Loss & Opportunity |
| Step 2 Aptitude | Discover Your Strengths |
| Step 3 Altitude: | Target Marketing |
| Step 4 Searching: | Find Opportunities |
| Step 5 Sorting: | Two-Way Interviews |
| Step 6 Selecting: | Walk in Work Prepared for You |

The first 3 steps are **planning the work**—ATTITUDE, APTITUDE and ALTITUDE.

The final 3 steps are **working the plan**—SEARCHING, SORTING and SELECTING.

Notice in this diagram of the 6-step model that Attitude and Aptitude meet at Altitude – target marketing opportunities with movement and direction – which leads to Searching, Sorting and Selecting.



Most people who are actively searching for new work are in steps 3 and/or 4. If you are exploring a career change, you might be in steps 2-3. Those who have been searching for a while may have walked through steps 1 through 6 and back again.

Write down the step you are in right now? Step _____.

Many people find it helpful to know where they are, what's next and to consider reviewing earlier steps to make changes in what they are doing based on what they have learned so far. The most important part of this process is not actually in the 6 steps, but rather it surrounds them. It is you hearing and following God's calling – every step of the way!

For a short, online video that describes these 6 steps, go to www.CrossroadsCareer.org/6-Step-Video.

GOD IS CALLING YOU

Good news! God, who created the world and everything in it, wants to have a personal relationship with you. He made it possible by His Son paying the price for your sin—the only thing that separates you from Him. By accepting His Son as payment on your behalf, you can have a relationship with the Creator of the universe, starting now and for eternity.

For God so loved the world, that He gave His only begotten Son, that whoever believes in Him shall not perish, but have eternal life. John 3:16

If you believe this, the next section should be reassuring. If you do not believe it, would you consider reading the following points and checking them out yourself?

HEARING AND FOLLOWING GOD'S CALLING

We have observed that the following 11 actions have helped people hear and follow God and His calling.

1. **Worship God**

Worshipping God puts things in perspective in two ways. First, you begin to see God for who He really is. Second, when you begin to see Him for who He is, then everything else begins to look much smaller.

Ascribe to the LORD the glory due his name; worship...in the splendor of his holiness. Psalm 29:2

2. **Read and Study the Bible**

The Bible is God's authority and our manual for living. Consider it as bread, and feed from it every day. If you have never read the Bible, consider starting with the book of John, Ephesians or Psalms.

Your word is a lamp to my feet and a light for my path. Psalm 119:105

3. **Pray**

Be in conversation with God every day, perhaps multiple times during every day. He is always available. Pray for guidance. Read a Psalm as your own personal prayer.

Show me the way I should go, for to you I lift up my soul. Psalm 143:8

4. **Listen to God**

Prayer is two-way communication. In a journal, notebook or this Workbook, write thoughts that come to your mind for later reflection and Bible study; remember these thoughts when you are seeking counsel.

Be still, and know that I am God. Psalm 46:10

5. **Be with Christians**

Spend time with Christians who you like and who like you. Study the Bible together. Pray together. Encourage one another. Follow the ABCs of Accountability, Belonging, and Care.

And let us consider how we may spur one another on toward love and good deed. Hebrews 10:24

6. **Seek Counsel**

Seek wisdom first from above (James 3:17) and from other people who love and follow Jesus. Some may be friends. Some you may talk with only once. Each person may have wisdom to share with you.

*Let the wise listen and add to their learning,
and let the discerning get guidance. Proverbs 1:5*

7. **Consider Unfolding Circumstances**

Be a good steward of the opportunities God gives you. Consider each situation with God in prayer. Always measure your prayer, counsel and unfolding circumstances in light of the truth of the Bible.

*Be very careful, then, how you live...
making the most of every opportunity... Ephesians 5:15-16*

8. **Confess and Clear Your Head**

A clear head is critical in thinking through options and seeking God's leading. It is easy to become confused, especially if sin is getting in the way. Confess it, and clear it out every day.

*If we confess our sins, He is faithful and righteous
to forgive us our sins and to cleanse us... 1 John 1:9*

9. **Be Alert for God's Peace**

As you consider various options and paths, be alert for the peace that transcends all understanding, even in the midst of the most chaotic of times.

*And the peace of God, which transcends all understanding,
will guard your hearts and your minds in Christ Jesus. Philippians 4:7*

10. **Keep a Journal**

Keep track of what you learn from your Bible reading, thoughts you have during prayer, advice you receive from your friends, unfolding circumstances, and things that bring you God's peace.

Thus says the LORD... "Write all the words which I have spoken to you in a book." Jeremiah 30:2

11. **Trust and Obey**

There is no other way! If you think the Lord wants you to do something, and it seems to be in alignment with everything we've been talking about, then do it! If you hear Him, follow Him.

*"Whoever has my commands and obeys them, he is the one who loves me. He who loves me
will be loved by my Father, and I too will love him and show myself to him." John 14:2*

Even in the midst of the agony of defeats, it is possible to experience victories. You can discover that God is good. God is great. He wants to have a continuing personal relationship with you now and forever. Seek Him and His righteousness, and all the other things He has prepared will be added to you. Work out your faith in Him upward, inward and outward. He made you for good works.

INVEST IN YOU

You are your most important asset. Be a good steward of yourself. Invest time, money and effort in you.

Time

If you are unemployed, invest 40 hours a week. If you are employed, invest 7 hours a week. Smart planning and weekly commitment are required. Finding the right work is hard work that takes time!

- **How long to find work?** That’s a tough question to answer, because it depends on your sense of urgency, how many hours you invest, what you are looking for, the market, your search plan and how well you execute it. The U.S. Bureau of Labor Statistics reported in 2009 that unemployment averaged over six months! For updated reports go to www.BLS.gov/cps.
- **How long to change careers?** It may take a few weeks to a few years. The more education and experience you need to change careers, the longer it will be. The key is to start now by discovering your strengths and target occupations or industries that need them most.

Money

In light of how much money you want to make, answer the question, “How much am I willing to invest?” Set a budget and consider including these potential expenses.

	<u>Estimated investment</u>
➤ Career books, directories, publications or web services	\$ _____
➤ Career assessments and perhaps hire a professional coach	\$ _____
➤ Trade and professional association memberships and meetings	\$ _____
➤ Extra phone, phone lines and charges; email and Internet access	\$ _____
➤ Resumes, business cards and stationery; postage and shipping	\$ _____
➤ Local or perhaps long distance travel and meals	\$ _____
➤ New clothes and grooming	\$ _____

Whatever amount you decide, set aside the money and invest it wisely. Keep good records. Costs related to job search may qualify as tax deductions. Check with the IRS, your tax preparer or an accountant.

Effort

This Workbook will work for you if you work hard at it. Read every page. Complete every exercise. Read and write every devotional. When you find areas that are tough, ask for help, encouragement and support. Plan your activities every week using **SMART** goals:

Specific: Define what you want to accomplish in measurable terms – like one networking call a day

Moderate: Select 2 to 5 goals per week. Too many goals can be overwhelming.

Accountability: Show and tell somebody what you plan to do, and let them know how you did.

Record: It is helpful and motivating to keep a written record of your goals and progress.

Time-activated: Put in your calendar goals by days and times during the week.

You may not find work or change careers before you finish this Workbook, but you will be better equipped and trained to find work, careers and God’s calling! As you sow, so you shall reap. Invest in you!

MAXIMIZE THIS WORKBOOK

The introduction and each of the 6 steps have 3 building blocks:



CAREER GUIDE: Read the instructions for each step.



EXERCISES: Complete all the exercises for practical applications for you.



DEVOTIONALS: Read and write every devotional message.

There are 4 ways you can use this Workbook:

- The best way is in a small group weekly study with a facilitator
- 1-on-1 with help of a friend, coach or mentor
- In 1- or 2-day workshops with a leader
- Self-paced; on your own

MEETING WITH OTHERS... IT'S BETTER TOGETHER!

Using the Workbook with others in a small group, in workshops or with a friend/mentor/coach is better than studying alone. The accountability, belonging and care with others multiplies your strength and wisdom. Here are tips for meeting with others:

1. Attend all the meetings.
2. Do all your homework before meetings.
3. Bring this Workbook and a *Bible* to every meeting.
4. Arrive early so the session can begin and end on time.
5. Please pay attention to the facilitator(s), as well as to your fellow Career Explorers.
6. If you have questions, concerns or critiques, please share them with your facilitator(s).
7. Maintain confidentiality about others. What is said in the group should stay in the group.

Dates/Day of week: _____ Time from _____ to _____

Place/Address: _____

Facilitator/Leader.: _____ Phone: _____ Email: _____

To find member churches with career groups and events, go to www.CrossroadsCareer.org/locations. For information about Crossroads Career resources for your church, visit www.CrossroadsCareer.org/churches.

FOR BEST RESULTS, USE WORKBOOK IN PRINT AND ONLINE REGISTER FOR FREE

If you have not yet registered online, go to www.CrossroadsCareer.org/register. Download and save the Workbook on your computer to use online, and print to work the steps. Open the saved copy of the Workbook to work online and click on hotlinks to find more career resources.

Remember your login Email _____ Password _____

ABOUT THE NETWORK

We are a network of member churches (www.crossroadscareer.org/locations) helping people in our congregations and in our communities to maximize their career in two ways:

- Online career resources
- On-the-ground, volunteer-led career ministries

At the heart of our ministry is the 2010 Crossroads Career® Workbook featuring a 6-step process of career exploration and job search while hearing and following God's calling. We have developed a buffet of resources, programs and materials for:

- Explorers (www.crossroadscareer.org/explorers) searching for jobs, careers, calling
- Churches /Volunteers (www.crossroadscareer.org/churches) looking for ways to minister
- Employers (www.crossroadscareer.org/employers) seeking to find candidates through churches

The Crossroads Career Network began in 1997 in a single church with three local business volunteers helping people walk through crossroads in their careers. It has grown to a membership of 100+ churches with hundreds of volunteers and thousands of registered participants.

Crossroads Career Services, Inc. is a 501(c)(3) nonprofit corporation and is the support organization for Crossroads Career Network that equips and supports local churches to have their own Crossroads Career Ministries. Each church sponsors and supports its own ministry led by volunteers, who are called to be involved with explorers in the church and the community. Crossroads Career Ministry materials are copyrighted from 2000-2010 by Crossroads Career Services, Inc. All rights reserved.

Active members of the Crossroads Career Network are granted permission to duplicate these materials for use in Crossroads Career ministries.

ABOUT THE AUTHOR

Brian Ray is founder of the Crossroads Career Network and continues to lead the development and launch of Network ministries. He is also the owner of Primus Consulting, Inc., a retained executive search and consulting firm. Formerly, Brian was Vice President and Executive Committee Member of the Chick-fil-A restaurant chain.

Brian is a graduate of the University of North Carolina at Chapel Hill with a Bachelor of Arts in Journalism and the University of Illinois with a Master of Science in Communication. Brian and his wife, Kristy, reside in Charlotte, North Carolina and have four grown children and seven grandchildren. They are members of Transformation Church in Charlotte, while Brian remains active with the North Point Community Church GlobalX mission team in Alpharetta, Georgia.

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Richard Bolles, author of *What Color is Your Parachute?*
Peter Bourke, author of *A Better Way to Make a Living...and a Life*
Susan Whitcomb, author of *The Christian's Career Journey*

WEEKLY PROGRESS REVIEW & PREVIEW  **EXERCISE**

For The Week of _____

Make 10+ copies of this form. Plan activities weekly (Sunday through Saturday) using SMART goals

Specific: Define exactly what you want to accomplish in measurable terms – like a networking call a day.

Moderate: Select 2-5 goals per week. Too many different goals become overwhelming.

Accountability: Show and tell somebody what you plan to do, and let them know how you did.

Record: You will find it helpful and motivating to keep a written record of your goals and progress.

Time-activated: Put in your calendar your goals by days and times during the week.

High point of last week:		Low point of last week:	
My key accomplishments from last week were...			
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 			
My key goals for this week are...			
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 			
Things learned that could be useful to me and others...			
Help I need most is...			

READ & WRITE DEVOTIONAL

CAREER + CALLING  = MAXIMIZING YOUR STRENGTHS

Career, according to Webster’s Dictionary, means, among many things, “a course, a passage; a profession for which one undergoes special training and which is undertaken as a permanent calling; an occupation or profession engaged in as a life work.”

Calling comes from the Greek **KALEO**, which means “to call anyone, invite, summon.” It refers primarily to a divine call as it relates to a vocation or redemption.

What are the differences between career and calling? Write your thoughts below.	
<u>Career</u>	<u>Calling</u>

Pray these verses for God to enlighten the eyes of your heart so you may know the hope of His calling.

*I pray also that the eyes of [my] heart may be enlightened
in order that [I] may know the hope to which he has called [me],
the riches of his glorious inheritance in the saints,
and his incomparably great power for us who believe.
That power is like the working of his mighty strength . . . Ephesians 1:18-19*

MAXIMIZE YOUR CAREER  WRAP-UP

Write down the ideas that were most helpful to you and that you will put into action or practice today.

Write down how you feel now.

Write down your prayer requests for the coming week.



If you have not registered yet, go to www.CrossroadsCareer.org/register and start browsing our webpage of career resources. If you are already registered, log in at www.CrossroadsCareer.org and scroll down to Career Tools > Search by 6 Steps.

Write down the career tools that were helpful.