

The Career Guarantee

Take Control of Your Future!

by Christopher J. Kuselias

Career T.E.A.M., LLC

Contents

Preface

Before You Begin	xiii
Why <i>The Career Guarantee</i> ?	xiv
3 Reasons to Read This Book	xiv
How This Book Is Organized	xv
How to Apply What You Learn in This Book	xvi

Acknowledgments	xix
------------------------	------------

Introduction

The 21 st Century Workplace	3
10 Trends for the 21 st Century Workplace	4
Greening Your Career	27

Chapter 1

The Master Career Formula (5 P's to Success)	29
We Are in the Midst of a Paradigm Shift!	30
The 5 P's to Success	54
The End Result	64
An Overview of the 21 st Century Workplace	65

Chapter 2

Taking Inventory	75
Where Are You Now?	76
Will the Real You Please Stand Up!	77
How Can You Tell If You Are in the Right Occupation?	82
Critical Reflection: What Is Truly Most Important to You?	90
Habit Management	100
The Power of Leverage	106
Standards and Their Amazing Effect	107
The Quest to Outserve!	110

Chapter 3

Fame, Fortune, Meaning ... The Choice Is Yours!	117
Success versus “ <i>Suck-cess</i> ”	118
Balance Is a Key to Your Success	126
Defining Success on Your Own Terms	134
SHOW ME THE MONEY ... Mastering Money Mindset	147

Chapter 4

People <i>without</i> Goals Work for People <i>with</i> Goals!	161
Goal Setting Is Essential to Living the Dream	162
Effectively Forecasting Your Future	164
10 Keys to Setting Effective Goals	165
Getting Started	181
Establishing a Clear and Definite Focus	182

Chapter 5

Master and Commander ... of Your Mind and Career!	193
Mastering Your Thought Process	194
The Power of Attitude	216
Conquering Your Limiting Beliefs	223
The Power of Affirmations	227
How to Live in the Now	229
The Power of Visualization	242

Chapter 6

How to Overcome Fears and Avoid Procrastination	247
Change Is Great ... You Go First!	248
Defeating Your Fears	260
Mastering Rejection	270
Avoiding Procrastination ... the Silent Killer	276

Chapter 7

How to Identify Your Unique and Compelling Career Calling	287
How to <i>Reinvent</i> Yourself	288
Time to Take Action	296
Narrowing Your Focus	307

Chapter 8

It Is Who You Know ... Building a World Class Network of Career Mentors	321
Why Mentors Are Essential to Achieving Your Calling	322
A Guide to Meeting Mentors	333
Best Strategies for Making Connections	344

Chapter 9

Self-Promotion: Marketing the 21 st Century's Most Unique Product ... You!	367
The Definition of Branding and Why It Is Essential	368
Strategies for Marketing Your Unique Talents	375
Packaging Yourself for Immediate Career Success	384

Chapter 10

Lights, Camera, Action! Mastering the Interview Process	407
Successful Interviewing Strategies	408
How to Ask and Answer Difficult Interview Questions	438
Post Interview Activities	448

Appendix

What's Next ... Ensuring Success in the 21 st Century Workplace	453
Taking Control of Your Future	454
How to Dictate the Game: A Checklist for the 21 st Century Superstar	461
Recommended Sources for Additional Information	468
How to Contact the Author	469