

THE 5 FREE TOOLS TOP PROFESSIONALS USE TO IMPROVE THEIR CAREER

1

Gratitude Journal

Keeping track of gratitude, fun events, and future plans is a great way to keep your focus on what is going well in your career and how to build upon it. I suggest creating a journal to write in at the end of each work day.

2

Jedi Council (Mentors)

Who do you look up to that is willing to help you with your career? These are the people that you need to connect with and learn from. I call this my Jedi Council.

3

Feedback Loops

How do you improve your ability to get better results? Great questions lead to great answers. Are you asking questions to your boss as well as your peers to see how you can improve and grow?

4

Reframing

The idea is to try to find the positive in any situation. For example, when you are passed up for a promotion or project, think to yourself, "This will give me time to improve my skills and get the next promotion or project." Practice this every day.

5

Passion Projects

I believe everyone should have a system for projects that you are passionate about and that help you grow your career. These projects could range from writing a book to volunteering at a local charity. I started Work Happy Now as a passion project and now it has become a nice source of side income.