

**01**

### **Review What You've Accomplished**

Make a list of what you've achieved in the last 6 and 12 months and put it on your resume. These are tangible reminders highlighting growth, collaboration, milestones passed, new project assignments, etc.

**02**

### **Revisit Your Values & Goals**

Review your values and goals to ensure your current job serves your long-term career aspirations. Align your actions with specific goals to support directional development.

**03**

### **Limit Negative Thoughts**

There are a lot of alarming and negative headlines across media channels. Limit your access time to prevent thoughts about things beyond your control from hijacking your daily actions.

**04**

### **Expand Your Network**

Relationships are important and that's especially true during times of uncertainty. Expand your network of colleagues inside and outside your organization to keep your information channels varied and growing.

## **7 Steps to Building Career Resilience in Uncertain Times**

### **Create Space for Focus**

**05**

Focusing exclusively on tasks in lieu of creative thinking time can impact strategic thinking. Identify and dedicate time each day to allow your mind to easily tap into focus space.

### **Seek Out Inspiration**

**06**

Inspiration is a powerful motivator. Make an investment in yourself by identifying someone with higher knowledge on a topic you are interested in to learn how they acquired their experience.

### **Learn a New Skill**

**07**

There are numerous resources that you can access to learn new skills. Look for webinars, online training, courses or audiobooks on topics that relate to your current role or the next step in your career.



Coaching for Professional Success  
**ShawnLeeSmith.com**

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