

CONTENTS

Part 1: Career Choice and Success from Graduation to Retirement and Beyond 1

Chapter 1: Career Choice: What Do You Want to Be...Now That You're Grown Up? 3

- Career-Choice Generation Gaps 5
- Looking Forward to Career Growth 13
- Take a Personal Career Interest Survey 18

Chapter 2: Do You Know the Secrets of Career Success? 25

- Rule 1: Motivation Is the Key to Success 26
- Rule 2: Success Takes Hard Work 28
- Rule 3: Follow Your Dream 30
- Rule 4: Honor Your Talents 34
- Rule 5: Manage Yourself 36
- Rule 6: Take Calculated Risks 39

Chapter 3: Fail(ure) Is Not a Four-Letter Word 47

- The Thrill of Defeat? 49
- Common Causes of Career Failure 51
- Turning Failures Around 62

Chapter 4: Oh No, 50!: Midlife Career Transitions	69
Are You Just Waiting for a Pension?	71
A New Phase of Life	72
Managing Late Career Change	80
Limitless Potential	83

Part 2: Career Security	93
-------------------------	----

Chapter 5: Achieving Career Security in Turbulent Times	95
Do Good Work	96
Develop Marketable Skills	97
Be Willing to Pitch In	99
Expect the Unexpected	99
Develop an Innovative Spirit	101
Learn to Manage Risk	101
Know How to Job Hunt	103
Feed Your Rolodex	105

Chapter 6: How to Love the Job You Hate	113
Strategy 1: Stop Watching the Clock	114
Strategy 2: Learn to Take a Compliment	115
Strategy 3: Pat Yourself on the Back (Occasionally)	116
Strategy 4: Take Criticism for What It's Worth	118
Strategy 5: View Politics as a Challenge	119
Strategy 6: Build Positive Relationships	123
Strategy 7: Stay Positive	125
Strategy 8: Take Responsibility for Your Own Happiness	125
Strategy 9: Don't Confuse Your Job with Your Life	127
Strategy 10: Have a Plan to Get Out	128

Chapter 7: Layoff Survivors' Dilemma: Put Up or Shut Up	133
Anxiety Rules	134
Get in Touch with Your Emotions	135
Devise New Solutions	137
Make a Commitment to Be Part of the Solution	140
Attitude Is a Key Variable	141
View This as a Learning Opportunity	142
Don't Let Others Hold You Back	144
Be Prepared to Walk Away	146
 Chapter 8: Quitting Your Job	 153
The Lies We Tell Ourselves	154
Timing Your Departure	160
An Emotional Journey	162
Saying Farewell	163
 Part 3: The Path to Career Happiness	 171
 Chapter 9: Business Ethics: What's Your Bottom Line?	 173
An FBI Agent Stands Up for Her Principles	175
A Lack of Ethics	176
The Argument for Business Ethics	178
When Co-Workers Do Wrong	180
There's Strength in Numbers	182
Fight Subtle Pressures	183
Find a Role Model	185
Defend Your Rights	186
Reshape the World	187
Trust Your Inner Strength	188

CONTENTS

Chapter 10: Work/Life Balance: Making a Life While Making a Living	197
Take a Break	199
Thinking of a Permanent Vacation?	201
Starting a Whole New Life	203
Less Is More?	205
Moving Somewhere Else Isn't Always the Answer	207
Alternative Work Arrangements	209
Pay Attention to Yourself	213
Start on the Right Foot	215
Chapter 11: Having Fun at Work	221
Laughter Really Is the Best Medicine	222
Laugh in the Face of Fear	224
Finding Everyday Fun	224
From Play to Success	227
What Delights You?	231
Take on a New Adventure	233
Improve Your Social Life	234
Chapter 12: We, Inc.: Working with Others or Starting Your Own Business	243
Managing Your Boss	243
Finding a Mentor	247
Starting Your Own Business	251
Appendix: Your Career Happiness Plan	263
Index	289