



KICK YOUR CAREER IN GEAR

Get Unstuck and Gain Momentum

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CAREER CLARITY MASTERCLASS

Step 1: Mindset

2) Story Stash

Find stories that illustrate your:

- 1) Successes, impact, when you made a difference
- 2) Issues you recognized and addressed
- 3) Opportunities you recognized and acted on
- 4) Disasters you helped avoid or quickly clean up
- 5) Problems you solved
- 6) Processes you improved
- 7) Situations when you reduced something: expenses/waste
- 8) Situations when you improved something: profits/workplace/morale
- 9) Times when you failed and the lessons you learned
- 10) Other skills desirable by your target employers - what does the job require?

Story Stash Tips:

- 1) Use stories to anticipate objections - why wouldn't someone want to hire you? Answer those objections with a story
 - a) For example, if you don't have a lot of experience, you can tell a story about how you're a fast learner
- 2) Use the [SAR Method for Storytelling](#)
- 3) Use [quantifiable measures](#) to measure your impact

The SAR Method for Storytelling

- 1) SAR Method: (*Great for open-ended job interview questions like: "Tell me about ..."* "What do you do when ..." "Give me an example of ...")
 - a) **Situation:** Describe the situation you were in, the problem you needed to solve, the challenge to overcome
 - b) **Action:** What did you do and how did you do it?
 - c) **Results:** What were the outcomes and the impact (on the company/you)?
- 2) Include quantifiable numbers, percentages, metrics, data, or anything that will quantify and support your results.
 - a) You want to *show*, not *tell* that you are an effective employee
 - b) Saved money/time, improved employee morale/customer satisfaction

How to Find Quantifiable Measures

- 1) Read [this helpful article](#) about finding quantifiable measures
- 2) Write out your **Brag Book**, review your resume, think about your career accomplishments
- 3) Then, ask *how many, how much, how long, how often?*
 - a) An estimate or range is ok, it doesn't have to be precise
 - b) NO: "Answered phone calls at the front desk" *How many calls?*
 - c) YES: "Handled 100+ phone calls/day, relaying messages for 25 employees"
- 4) If you saved money or time, that is an important quantifiable measure
 - a) Measure how much money/time you saved for your employer
 - b) NO: "Started a new filing system"
 - c) YES: "Initiated a new filing system, efficiently saving 10 hours/week in administrative duties"
- 5) Use action words with your quantifiable measures:
 - a) "Created," "eliminated," "saved," "increased," "generated," "dispatched," "mobilized," "spearheaded," "transformed," "mentored," "oversaw"
 - b) Find [400+ action words here](#), and [more useful action words](#) here