

OFFICE OF CAREER SERVICES

ROARING INTO YOUR FUTURE

PHASE 5: BEYOND THE HUNT



A CAREER PLANNING WORKBOOK
FOR GOVERNORS STATE JAGUARS
EXPLORATION, DISCOVERY, EXPERIENCE, PRESENTATION



BEYOND THE HUNT

Alright Jaguars, congratulations! You’ve officially landed in the heart of your career jungle – the real deal! But remember, this isn’t just about the hunt. It’s about thriving in your new habitat, balancing your personal and professional life, and continuing to grow and evolve as a top-notch professional.

Think of this phase as your long-term jungle survival guide. We’ll cover everything from self-management and work-life balance to financial literacy and career management. This is where you’ll learn how to navigate the challenges and opportunities that come with a successful career, all while maintaining your jaguar spirit and zest for life.

Mastering the Jungle Skills:

- 1 Work-Life Balance:**
Just like a jaguar needs time to rest and recharge after a hunt, you need to find balance between your work and personal life. We’ll explore strategies for managing your time, setting boundaries, and prioritizing your well-being.
- 2 Self-Management:**
This is all about taking control of your career, from setting goals and managing your time to developing your skills and staying motivated. We’ll dive into techniques for self-reflection, organization, and continuous learning.
- 3 Financial Literacy:**
In the jungle, knowing how to manage your resources is key to survival. The same goes for your finances. We’ll cover budgeting, saving, investing, and other essential skills to help you achieve financial stability and independence.
- 4 Career Management:**
Your career is a journey, not a destination. We’ll discuss strategies for navigating career transitions, building your personal brand, and staying ahead of the curve in the ever-changing professional landscape.

Get ready to level up your jungle skills, Jaguars! This phase is all about taking charge of your career, creating a fulfilling life, and becoming the best version of yourself.

THRIVING IN THE PROFESSIONAL WILDERNESS

Alright Jaguars, take a break from the hustle and bustle of the career jungle! Now that you’ve landed your dream job, it’s time to talk about something just as important as climbing the corporate ladder: work-life balance.

Work-Life Balance: The Art of Jungle Zen

Just like a jaguar needs time to rest and recharge after a hunt, you need to find harmony between your professional and personal life. Work-life balance isn’t just about having enough time for fun – it’s about prioritizing your well-being, managing stress, and creating a fulfilling life both inside and outside of work.

Why Work-Life Balance Matters:

- **Reduced Stress:** When you have a healthy balance, you’re less likely to experience burnout, fatigue, and stress-related health issues.
- **Increased Productivity:** Taking breaks and engaging in activities you enjoy can actually boost your creativity, focus, and energy levels at work.
- **Improved Relationships:** Having time for your family, friends, and hobbies can strengthen your relationships and enrich your life.
- **Personal Fulfillment:** A balanced life allows you to pursue your passions, hobbies, and interests, leading to greater overall happiness.

Jungle Journal: Reflecting on Your Balance

- Grab your journal and answer these questions honestly:
- How satisfied am I with my current work-life balance?

- What aspects of my life are feeling neglected?

- What activities bring me joy and fulfillment outside of work?

- What are my biggest obstacles to achieving a better work-life balance?

The Scales of Balance: Finding Your Equilibrium

Think of work-life balance as a set of scales. You want to find the sweet spot where both sides are in harmony. Here are some tips for adjusting those scales:

- **Set Boundaries:** Establish clear boundaries between work and personal time. This could mean turning off your work email notifications after hours or setting aside specific times for family and hobbies.
- **Prioritize:** Identify your most important values and priorities, both personally and professionally. Make sure your schedule reflects those priorities.
- **Learn to Say No:** Don't overcommit yourself. It's okay to say no to requests that don't align with your priorities or that would throw off your balance.
- **Schedule Time for Yourself:** Make time for activities that recharge you, whether it's exercise, meditation, hobbies, or spending time with loved ones.
- **Delegate and Ask for Help:** Don't try to do it all yourself. Delegate tasks at work and ask for help from family and friends when you need it.

Jax's Pro Tips for Work-Life Zen:

- **Unplug:** Step away from screens and technology for a while each day.
- **Get Outside:** Spending time in nature can do wonders for your stress levels and overall well-being.
- **Practice Mindfulness:** Focus on the present moment and let go of worries about the past or future.
- **Don't Compare Yourself to Others:** Everyone's definition of work-life balance is different. Focus on what works for you.
- **Be Kind to Yourself:** Remember, it's okay to not be perfect. Give yourself permission to rest, relax, and recharge.

Jungle Trek: Creating Your Balance Plan

1. **Identify Your Priorities:** What are the most important aspects of your life?
2. **Create a Schedule:** Schedule time for work, personal activities, and relaxation.
3. **Set Boundaries:** Establish clear boundaries between work and personal time.
4. **Track Your Progress:** Use your Jungle Journal to track your activities and how they impact your well-being.
5. **Adjust and Adapt:** Your needs and priorities will change over time. Be flexible and adjust your plan as needed.

Remember, Jaguars, work-life balance is an ongoing journey. It's not about achieving perfect equilibrium all the time, but about finding a rhythm that works for you. By prioritizing your well-being and making time for the things that matter, you'll be a happier, healthier, and more successful jaguar in the long run.



Alright Jaguars, time to unleash your inner organization guru! You've landed your dream job, you're navigating the workplace jungle like a pro, but now it's time to master a skill that's essential for long-term success: self-management.

Self-Management: Taming the Chaos of Your Career Jungle

Think of self-management as your personal compass and toolkit for staying on track and achieving your goals. It's about taking ownership of your time, energy, and resources to maximize your productivity, well-being, and overall success.

Key Components of Self-Management:

1. **Time Management:**
 - o **Prioritization:** Identify your most important tasks and tackle them first. Don't get bogged down in the small stuff!
 - o **Scheduling:** Create a schedule that works for you and stick to it. This will help you stay focused and avoid feeling overwhelmed.
 - o **Time Blocking:** Allocate specific blocks of time for different tasks or activities. This can help you avoid distractions and stay on task.
 - o **Avoiding Procrastination:** Break down large tasks into smaller, more manageable chunks. Set deadlines and reward yourself for completing tasks on time.
2. **Organization:**
 - o **Physical Space:** Keep your workspace clean and organized. This will help you focus and reduce stress.
 - o **Digital Space:** Organize your files, emails, and documents in a way that makes sense to you. This will save you time and frustration in the long run.
 - o **Task Management:** Use to-do lists, project management tools, or apps to keep track of your tasks and deadlines.
3. **Goal Setting:**
 - o **SMART Goals:** Set specific, measurable, achievable, relevant, and time-bound goals to give yourself a clear direction and purpose.
 - o **Break Down Goals:** Divide large goals into smaller, more manageable steps. This will make them seem less daunting and more achievable.

- o **Track Your Progress:** Regularly review your goals and track your progress. Celebrate your wins and adjust your strategies as needed.
- 4. **Stress Management:**
 - o **Identify Stressors:** What situations or tasks trigger stress for you? Once you know your stressors, you can develop strategies to manage them.
 - o **Relaxation Techniques:** Explore relaxation techniques like meditation, deep breathing, or yoga to help you stay calm and focused.
 - o **Healthy Habits:** Get enough sleep, eat a healthy diet, and exercise regularly to support your physical and mental well-being.
 - o **Seek Support:** If you're feeling overwhelmed, don't hesitate to reach out to a trusted friend, family member, or professional for support.

Jungle Journal: Self-Management Assessment

Reflect on your self-management skills:

- How well do I manage my time?
- How organized am I?
- Am I good at setting and achieving goals?
- How do I typically handle stress?
- What are some areas where I could improve my self-management skills?

Jungle Trek: Mastering the Art of Self-Management

1. **Experiment with Different Tools:** Try out different time management, organization, and productivity tools to find what works best for you.
2. **Create a Routine:** Establish a daily or weekly routine that helps you stay organized and focused.
3. **Prioritize Self-Care:** Make time for activities that nourish your mind, body, and spirit. This could include exercise, hobbies, spending time with loved ones, or simply relaxing.
4. **Seek Support:** If you're struggling with self-management, don't hesitate to seek help from a counselor, coach, or mentor.

Jax's Pro Tips:

- **Start Small:** Don't try to overhaul your entire life at once. Start with small changes and gradually build new habits.
- **Be Patient:** Developing self-management skills takes time and effort. Don't get discouraged if you slip up – just get back on track and keep practicing.
- **Celebrate Your Wins:** Acknowledge your successes, no matter how small. This will help you stay motivated and keep moving forward.

Remember, Jaguars, self-management is an ongoing journey. By taking ownership of your time, energy, and resources, you'll be well on your way to achieving your career goals and creating a fulfilling and balanced life.



YOUR GUIDE TO THE JUNGLE ECONOMY – ARMED WITH FINANCIAL LITERACY

Alright Jaguars, time to get your financial paws in order! Just like a jaguar needs to manage its energy and resources to survive in the jungle, you need to master your finances to thrive in the real world. This is where financial literacy comes in – your roadmap to financial independence and a secure future.

Financial Literacy: Your Guide to the Jungle Economy

Think of financial literacy as your knowledge of the jungle's economic system – how to hunt for deals, manage your resources, and invest in your future. It's about understanding concepts like budgeting, saving, investing, credit, and debt management. It's also about making informed decisions that align with your financial goals and values.

Why Financial Literacy Matters:

- **Avoid Debt Traps:** Financial literacy helps you understand the dangers of debt and avoid falling into predatory traps.
- **Build Wealth:** By learning how to save and invest wisely, you can build wealth over time and achieve your financial goals.
- **Make Informed Decisions:** Financial literacy empowers you to make smart decisions about your money, from choosing a bank account to buying a car or home.
- **Reduce Stress:** Knowing you have a handle on your finances can significantly reduce stress and improve your overall well-being.

Illinois CIS 360 Reality Check:

Want to see how your financial choices impact your future? Check out the Illinois CIS 360 Reality Check tool: <https://il.cis360.org/app/1/tiles/reality-check/intro>

This interactive tool allows you to explore different career paths and see how your salary, expenses, and savings habits will affect your financial future. It's a great way to test out different scenarios and make informed decisions about your career and finances.

Student/User LoginIL Residents

Username

Password

Login

City or Town:

University Park

Zip code:

60484

Sign In

Illinois residents can view resources without an account. Logging in as a resident provides access to limited program components and does not allow saving to a portfolio.

Job Seeker (Adult)

College

High School

Junior High School

Reality Check

Find out how much money you need for the lifestyle you desire.

Already have an account?

Browse without creating an account (limited features)

Jungle Budget Bootcamp: Budgeting Assessment & Planning Worksheet
Time to get real about your finances, Jaguars! This worksheet will help you track your income and expenses, identify areas where you can save, and create a budget that aligns with your goals.

- 1. Income**
- Monthly Income:** (List all sources of income, including salary, part-time jobs, and any other sources)

SOURCE	AMOUNT (\$)
Salary	
Part-time job	
Other income sources	
Total Monthly Income	

- 2. Expenses**
- Fixed Expenses:** (List expenses that stay the same each month, like rent, utilities, student loan payments, etc.)

EXPENSE	AMOUNT (\$)
Rent	
Utilities	
Student loan payments	
Insurance	
Other fixed expenses	
Total Fixed Expenses	

- Variable Expenses:** (List expenses that change each month, like groceries, transportation, entertainment, etc.)

EXPENSE	AMOUNT (\$)
Groceries	
Transportation	
Entertainment	
Dining out	
Other variable expenses	
Total Variable Expenses	

- Total Monthly Expenses:** (Add up all your fixed and variable expenses)

EXPENSE CATEGORY	AMOUNT (\$)
Total Fixed Expenses	
Total Variable Expenses	
Total Monthly Expenses	

- 3. Net Income:** (Subtract your total monthly expenses from your total monthly income.)

DESCRIPTION	AMOUNT (\$)
Total Monthly Income	
Total Monthly Expenses	
Net Income	

- 4. Budget Goals**
- What are your financial goals?**(e.g., pay off debt, save for a down payment on a house, build an emergency fund)

FINANCIAL GOAL	MONTHLY SAVINGS GOAL (\$)

- How much do you need to save each month to reach your goals?**

GOAL	MONTHLY SAVINGS REQUIRED (\$)

- 4. Budget Adjustments**
- Are there any areas where you can cut back on spending?** (e.g., eating out less, using public transportation, canceling unused subscriptions)

AREA TO CUT BACK	ESTIMATED SAVINGS (\$)

- Are there any ways you can increase your income?** (e.g., get a part-time job, freelance, sell unused items)

METHOD TO INCREASE INCOME	ESTIMATED EARNINGS (\$)

- Jax's Pro Tips:**
- Track Your Spending:** Use a budgeting app or spreadsheet to track your income and expenses. This will help you identify areas where you're overspending and make necessary adjustments.
 - Set Realistic Goals:** Don't try to overhaul your budget overnight. Start with small, achievable goals and gradually increase them over time.
 - Be Flexible:** Your budget should be a living document that adapts to your changing needs and circumstances.

Remember, Jaguars, financial literacy is a lifelong journey. The more you learn about money management, the better equipped you'll be to make smart financial decisions and achieve your dreams. So, start building your financial nest egg today, and you'll be roaring with financial success in no time!



NAVIGATING THE PROFESSIONAL JUNGLE

— YOUR CAREER MANAGEMENT JOURNEY

Alright Jaguars, now that you’ve got your paws on that dream job, it’s time to take the reins of your career and steer it towards continued success. This is where career management comes in – your roadmap to navigate the ever-changing professional jungle.

Career Management: Your Compass for a Thriving Career Journey

Think of career management as your personal GPS, guiding you through the twists and turns of the professional landscape. It’s about taking ownership of your career path, setting goals, developing your skills, and adapting to new challenges and opportunities.

Why Career Management Matters:

- **Stay Ahead of the Pack:** In the competitive jungle of the workplace, continuous learning and development are key to staying relevant and valuable.
- **Maximize Your Potential:** By actively managing your career, you can identify opportunities for growth, take on new challenges, and reach your full potential.
- **Navigate Career Transitions:** Whether you’re switching jobs, industries, or even career paths, career management skills will help you make a smooth and successful transition.

Key Components of Career Management:

1. Self-Assessment:

- o Continually assess your skills, interests, values, and goals.
- o Are your skills up-to-date with industry trends?
- o Are you passionate about your current path?
- o Are your career goals still aligned with your values?

2. Professional Development:

- o Seek out opportunities to learn and grow.

- o Take courses, attend conferences, earn certifications, or pursue advanced degrees.
- o Network with professionals in your field and learn from their experiences.

3. Networking:

- o Build and maintain a strong professional network.
- o Attend industry events, join professional associations, and connect with colleagues on LinkedIn.
- o Your network can provide valuable support, advice, and job leads.

4. Goal Setting:

- o Set short-term and long-term career goals.
- o Make sure your goals are SMART (Specific, Measurable, Achievable, Relevant, Time-Bound).
- o Create an action plan to achieve your goals, including specific steps and timelines.

5 Adaptability:

- o The workplace is constantly changing, so be prepared to adapt.
- o Learn new skills, embrace new technologies, and be open to new opportunities.

Special Jungle Excursions:

• Changing Careers:

- o If you’re feeling unfulfilled in your current role, it’s never too late to explore a new path.
- o Start by assessing your skills, interests, and values.
- o Research different career options and industries.
- o Talk to people who work in fields that interest you.
- o Consider getting additional training or education.

• Returning to the Workforce:

- o If you’ve been out of the workforce for a while, re-entering can be daunting.
- o Start by updating your resume and refreshing your skills.
- o Network with former colleagues and industry contacts.
- o Consider volunteering or taking on freelance projects to gain recent experience.

Jungle Journal: Career Management Plan

Create a career management plan in your Jungle Journal. Outline your goals, strategies, and timelines for achieving your career aspirations.

Jax’s Pro Tips:

- **Be Proactive:** Don’t wait for opportunities to come to you. Actively seek them out!
- **Be a Lifelong Learner:** Never stop learning and growing. The more you know, the more valuable you become.
- **Network Like a Pro:** Build and maintain a strong network of contacts in your field.
- **Be Adaptable:** The workplace is constantly changing, so be flexible and willing to learn new things.

Remember, Jaguars, your career is in your paws! By taking charge of your professional development, you can navigate the jungle with confidence and achieve your wildest career dreams.



Alright, Jaguars, sometimes your career journey takes you off the beaten path. Whether you’re switching careers or re-entering the workforce after a hiatus, these special excursions can help you navigate uncharted territory and discover new opportunities.

Changing Careers: Blazing a New Trail

Feeling like your current path isn’t leading you to the watering hole of your dreams? Don’t worry, Jaguars, it’s never too late to change direction and find a new calling.

Why Change Careers?

- **Unfulfilled:** Your current job doesn’t align with your passions or values.
- **New Interests:** You’ve developed new interests or skills that you want to explore.
- **Personal Growth:** You crave a new challenge and want to expand your horizons.

Jax’s Guide to Career Change:

1. Self-Reflection:

- o Revisit your Jungle Journal and reassess your values, interests, and skills. What’s changed since you last explored them?
- o Identify what you’re looking for in a new career. What are your “must-haves” and “deal-breakers”?

2. Exploration:

- o Research different career paths that align with your newfound interests and skills. Use online resources like O*NET and the Occupational Outlook Handbook.
- o Conduct informational interviews with people working in fields that appeal to you.
- o Consider taking career assessments or seeking guidance from a career counselor.

3. Skill Development:

- o Identify any skills gaps you need to fill to make a successful transition.
- o Take courses, attend workshops, or seek out mentorship to develop those skills.
- o Highlight transferable skills from your previous experience that are relevant to your new field.

4. Networking:

- o Tap into your network to learn about potential opportunities and gain insights into different industries.
- o Attend industry events, join professional associations, and connect with people on LinkedIn.

5. Job Search:

- o Tailor your resume and cover letter to highlight your transferable skills and passion for the new field.
- o Be prepared to explain your career change in interviews and demonstrate your commitment to the new path.

Returning to the Workforce: Back in the Jungle Swing

Been away from the workforce for a while? Whether you were raising cubs, traveling the world, or pursuing other passions, returning to the jungle can feel daunting. But fear not, Jaguars, with the right approach, you can successfully reintegrate and thrive in your new role.

Jax’s Tips for Returning to the Workforce:

1. Update Your Skills:

- o Brush up on the latest industry trends and technologies.
- o Take refresher courses or certifications to demonstrate your commitment to staying current.

2. Network Like a Pro:

- o Reconnect with former colleagues and mentors.
- o Attend industry events and connect with people on LinkedIn.
- o Let your network know you’re actively seeking employment.

3. Tailor Your Resume:

- o Highlight your transferable skills and accomplishments.
- o Be prepared to explain any employment gaps in a positive light.

4. Practice Interviewing:

- o Brush up on your interviewing skills by conducting mock interviews with friends or career counselors.
- o Prepare for questions about your career break and how you’ve stayed current in your field.

5. Start Small (If Necessary):

- o Consider starting with a part-time or contract position to ease back into the workforce and gain recent experience.

Remember, Jaguars, you’re not starting from scratch. You have valuable skills and experience that are in demand. With a little preparation and a positive attitude, you can confidently return to the workforce and make a meaningful contribution.

Roaring into Your Future: A Career Planning Workbook for Governors State Jaguars

Sources & Resources:

- **NACE (National Association of Colleges and Employers):**
 - o NACE Career Readiness Competencies: <https://www.nacweb.org/career-readiness/competencies/>
 - o NACE Job Outlook 2024 Report
- **Illinois CIS 360 Reality Check:** <https://il.cis360.org/app/1/tiles/reality-check/intro>
- **Illinois Department of Labor:** <https://labor.illinois.gov/>
- **U.S. Equal Employment Opportunity Commission (EEOC):** <https://www.eeoc.gov/>
- **What Can I Do With This Major?:** <https://whatcanidowiththismajor.com/>
- **O*NET Online:** <https://www.onetonline.org/>
- **Occupational Outlook Handbook (OOH):** <https://www.bls.gov/ooh/>
- **Job Boards:** Indeed, LinkedIn, Glassdoor, Handshake
- **Temp Agencies:** Kelly Services, Robert Half, Manpower
- **Online Portfolio Platforms:** Behance, Dribbble, Journo Portfolio
- **Website Builders:** Wix, Squarespace, WordPress
- **Federal Trade Commission (FTC):** [ReportFraud.ftc.gov](https://reportfraud.ftc.gov/)
- **Internet Crime Complaint Center (IC3):** <https://www.ic3.gov/Home/ComplaintChoice>
- **SBA (Small Business Administration):** <https://www.sba.gov/>
- **SCORE:** <https://www.score.org/>

Jax’s Note: This workbook is intended as a resource for your career development journey. While it draws upon reliable sources and information, always conduct your own research and consult with professionals for personalized guidance.

Well, Jaguars, we've reached the end of our epic journey through the career jungle! Give yourselves a mighty roar — you've earned it!

We've covered a lot of ground together, from uncovering your hidden talents and exploring different paths, to mastering the art of the job hunt and conquering the workplace wilderness. I hope this workbook has equipped you with the skills, knowledge, and confidence you need to tackle any challenge that comes your way.



Remember, Jaguars, your career journey is just beginning. The jungle is vast and full of opportunities waiting to be discovered. Keep exploring, keep learning, and never stop chasing your dreams. And if you ever need a little guidance, just remember — Jax the Jaguar is always here to cheer you on!

Now go out there and make your mark on the world, Jaguars! Show them what GSU pride is all about. And don't forget to ROAR with confidence as you take your rightful place at the top of the food chain!

Until next time, keep it wild and stay fierce, Jaguars!