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The Five: Tips to change your career

A local expert provides five recommendations on a topic useful to small business owners. This week, career consultant **Helen Harkness** talked to staff writer **Hanah Cho** about five ways to change or refocus your career.

Recognize your feelings

That sensation could be triggered by the realization that your current career is no longer available or personally satisfying. Facing the necessity of a career change and beginning the actual process is essential.

Look inward

Who am I? What can I do? Taking the necessary steps to deeply understand your skills, talents, values and personality is absolutely essential. Do this carefully, either on your own or with a career counselor. Determine and write down what you must have to feel successful. List careers that could be possible matches.

Look outward

Research and explore your possible career matches. Be assertive and use all resources, such as personal and professional contacts, the Internet, books and classes.

Look forward

Decide what career is the best match for you based on your success criteria, skills, interests, and the opportunity or need for the career field now and in the future.

Take action steps

Use all job search resources, like social media. It's OK to feel the fear of change, but move forward after thoughtful internal and external research. Get comfortable traveling with an incomplete map and unexpected detours to achieve success in our age of uncertainty.



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Helen Harkness, Ph.D. is the founder of Garland-based Career Design Associates, Inc. Dr. Harkness provides career coaching and counseling for those seeking to change or redefine their work lives. Clients include entrepreneurs, career changers, small business owners and executives, as well as high school and college students seeking educational and career direction and focus. Dr. Harkness is the author of several career books and teaches continuing education courses in Dallas at Southern Methodist University (SMU).

Follow **Helen Harkness** and **Career Design Associates, Inc. (CDA)** @CareerDesign on [Facebook](#), [LinkedIn](#), and [Twitter](#). Visit the Career Design website at career-design.com.

"The Five" article by Hanah Cho for the *Dallas Morning News*.

