

YOUR CAREER > YOUR FUTURE

Career Experts Group Monthly Newsletter



It's that time of year when many people are feeling overwhelmed. We set such high standards for ourselves that the need to be "perfect" at everything, all the time, can negatively impact our performance, our mental and physical health, our relationships, and our ability to be productive employees, parents, friends, and coworkers.

If you are feeling this way, know that you are not alone. In addition to being members of the [Career Experts Group](#) — creating impactful career resources and producing a monthly newsletter filled with actionable career-related information and guidance — we are all business owners, parents, spouses, and caregivers. So, we decided that for this issue only, "good enough is good enough."

We are sharing this to let you know that it is okay to take a step back once in a while. For this newsletter edition, we decided to subscribe to the Ashley Hetherington quote "In stressful times, it's okay to not be perfect. It's okay to cut yourself some slack. Because right now, you might not be your best self. But you are growing, and you are trying your best, and that is good enough."

So instead of our normal page newsletter full of all new articles, we decided to share our favorite articles of 2022, along with a new Special Feature article titled "[New Year Strategies to Identify Your Next Steps](#)."

Is there a topic you'd like us to cover in a future issue? Email us at info@careerexpertsgroup.com. For more career-focused information, insights, and inspiration, follow the Career Experts Group website at www.careerexpertsgroup.com.

We've got you covered wherever you are in your career journey.

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RETURNSHIP PROGRAMS: HELPING INDIVIDUALS REENTER THE WORKFORCE AFTER A CAREER BREAK

by *Elyse Pipitone*

Whether you've left your job to raise a family or due to a company layoff, it can be challenging to reenter the workforce. The level of difficulty can vary depending on the number of years out of the field, and the amount of new technologies and industry advancements that have been introduced during that absence.

Thankfully, there are resources available to help "relaunchers" return to work in a way that supports their professional growth and development: returnship programs. These paid internships offer a formal pathway back to work, including upskilling to prepare for today's workplace. Best of all, these programs are free for participants. Returnships are available in industries ranging from IT and finance, to insurance and human resources.



While some returnship opportunities prioritize women returners, most are available to anyone seeking to get back to work. Programs range from full-time, 6-month programs, to shorter programs offering temporary or part-time opportunities. Some require returners to have experienced at least two years of unemployment, while others accept those out of work for six months.

Benefits of a Returnship Program for Job Seekers

1. Ease the transition back to the workforce.
2. Catch up on changes (technology, best practices, workplace culture).
3. Test the waters before committing to an employer.
4. Acquire new skills.
5. Possibly discover a new career path.
6. Find a support system and a "tribe" of people in the same situation as you.

Benefits of a Returnship Program for Employers

1. Provide a way to reach a new talent pool of experienced workers.
2. Allow for talent that has years of soft skills development and honing.
3. Open the door to attract workers with nontraditional backgrounds and work experience.
4. Foster a diverse and inclusive talent pipeline.

A detailed list of returnship programs and resources can be found here: [Returnship Program Support](#).

Have you participated in a returnship? Share your experience with us at info@careereexpertsgroup.com.

JOB FINDING MYTHS AND REALITIES: JOB OPENINGS

by Deb Squire and Laura Johnson

“It is not the person who can do the job best that gets hired.

It is the person who knows BEST how to get hired.”

-Richard Lathrop

The job market is constantly evolving. Here are 7 common myths that get in the way of getting hired in today's market:

MYTH: All open jobs are on job boards. Just submit your resume and wait.

REALITY: Job boards represent only 30% of available jobs – and many are lower pay/entry-level. Employers receive hundreds of applications. Use the 70/30 rule: spend 30% of your time on job boards, and 70% on other strategies like networking.

MYTH: Job postings describe the work you will be doing.

REALITY: There is more to all jobs than what is listed in the posting. “And other duties as assigned” is implied in nearly every job description. Be clear on what needs to be done and remember that responsibilities evolve.

MYTH: All hiring begins in the Human Resources department.

REALITY: Human Resources is designed to screen you out! Do your research to find the person who has the authority to hire you and then contact them. You can use social media platforms to help identify the hiring managers.

MYTH: Most jobs are in large companies.

REALITY: Only 37% of jobs are in companies with 2,500+ employees (Wall Street Journal, 2022). Don't discount smaller organizations, which can have fulfilling opportunities (and often less red tape).

MYTH: Compensation depends on company size and education level.

REALITY: Smaller companies competing for talent frequently pay competitive wages and often have more flexibility to negotiate salary and benefits. Know what the market is paying for the positions you are targeting. For example, a recent report on Payscale.com showed the average wage for an assistant professor is \$68,000+ while Walmart's starting wage for semi-truck drivers is \$110,000+. Consult salary resources including Payscale.com and Salary.com, as well as your state's labor market information. (To find your state's info, Google your state and the abbreviation “LMI.”)

MYTH: Employers will find you.

REALITY: Most companies do not have people on staff whose main role is to search for candidates. By connecting with target employers where you can add value, you are showing them your initiative. Follow companies on social media and reach out to your connections.

MYTH: All job postings are legitimate.

REALITY: Unfortunately, employment scams are increasing. Before giving out personal information, validate that it's a real employment opportunity by doing research online and reaching out to your networks. NEVER provide your bank information to a potential employer unless you are in the onboarding process.

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IS YOUR LINKEDIN PROFILE VIEWER-READY?

by *Marie Eddy* and *Vivian VanLier*

Companies are increasingly using LinkedIn to vet applicants, and many are posting their own job openings on the site – sometimes adding the “Easy Apply” function. LinkedIn is constantly changing and refreshing itself, and you should be doing the same with your profile.

Here are some tips for making your LinkedIn profile pop:

- **Make your "Headline" section interesting.** Include a branding statement and career-defining keywords in your headline. LinkedIn recently increased the allowable number of characters in this section from 120 to 220. Take advantage of it!
- **Your “About” section needs to capture the reader's interest in the first three lines,** because that content is immediately visible. If you want them to click the “more” button and read on, make it engaging. The character count has been increased here as well, from 2,000 to 2,600. Remember that this is a networking platform, so write in the first person, as if you were talking about yourself at a networking event. Consider describing a career success or telling a story about your professional journey.
- **Get creative in your “Experience” section by expanding on your job titles.** You have 100 characters per job title to work with here, and this is one of the items that impacts the LinkedIn algorithm. Add some attention-grabbing keywords. For example:

District Manager II Achieved 2X Target, Penetrated New Markets, DM of the Year

- **Arrange your “Skills” section so that your top three skills are listed first.** Those are the ones a reader will see without clicking the “Show All” button. You can have up to 50 skills here, so prioritize them and include the ones you want to use in your next career.
- **Think of LinkedIn as a 24/7 networking opportunity attended by 740 million people globally.** Don't just complete your profile and wait for something to happen. Explore jobs and companies. Connect with others where there is a mutual benefit. Find commonalities to connect, such as being graduates of the same university, professionals in the same field, or residents in the same community. Discover potential connections by exploring the “People” tab on a target company’s profile.

And don't forget to optimize your visibility by posting articles, media, and comments. If you decide to comment on someone else's post, add value by including a resource or asking a thoughtful question.

LinkedIn is a powerful tool to have in your toolbox. Use it regularly to get the best results!

LinkedIn Character Limits

Characters include spaces and all letters, numbers, symbols, and emojis.

First Name (20), Last Name (40) * Professional Headline (220) * Vanity URL (29)

About Section (2,600) * Experience Position Title (100) * Experience Position Description (2,000)

Posts (3,000) * Comments (1,250)

Professional Photo and Background Banner Size Limits

Professional Photo (400 x 400 pixels - file size up to 8mg)

Background Banner (1584 pixels wide and 396 pixels tall)

STEP AWAY FROM THE CHECKLIST MINDSET AND INTO THE GROWTH MINDSET

These past few weeks have me feeling frantic to get through my never-ending to-do list. I've noticed that when working like this, I lose sight of the bigger picture and then end the week feeling badly about myself for not accomplishing what I set out to do on Monday!

Fortunately, a few months ago I became involved in a weekly group meeting with colleagues that I respect and admire as women and business owners. The beauty of this one-hour call is that we articulate our goals for the following week and identify what action steps we will implement in order to achieve them. This simple concept has worked wonders for all of us.

As a result of our group meetings, I've adapted a few Monday morning strategies that help me to step away from the checklist mindset and into the growth mindset. It has helped me gain more visibility for my personal brand because I'm stepping away from "invisible labor" (tasks that don't position or voice one's value).

Before the week gets away from you, here are three tips to help you gain more visibility for your personal brand:

Set goals

I typically write out my yearly goals in January and then keep them visible so they act as a reminder to me when evaluating opportunities. However, it's easy to get distracted with what we think is a more immediate need at the moment. To keep myself on track, I revisit my goals every Sunday night and write down a goal I'm going to focus on for the week. This helps me to stay on track and minimize the daily distractions.

Get comfortable with self-promotion

It isn't bragging if it's based on facts! Don't keep your achievements a secret. Write down one accomplishment you are proud of and be sure to communicate it to your audience.

Show up for your network

The most important part of your personal brand identity is your network! Make sure you nurture your network by reading, commenting, or "liking" their posts. It goes a long way in building relationships, so be sure to choose 5 connections each week and show your support!

Try these three strategies and let us know what type of results you were able to see in a week! Send us your updates to info@careerexpertsgroup.com.



Do you have a personal branding question that you would like to Ask the Experts? We would love to hear from you.

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POWERFUL JOB SEARCH NETWORKING RESOURCES FOR DIVERSE JOBSEEKERS

by Murray A. Mann

Eighty percent of jobs are filled via networking. Employers give an edge to candidates they know and to referrals from employees and others connected to the organization. Networks of underrepresented job seekers may not be as well connected. Whether you are a new college grad or a seasoned professional, you can build relationships and increase the number of people who can refer you through the following diversity-specific networks.

1. University-Based Alumni Resources

Consider contacting your institution's Multicultural Student Services, Diverse Student Organizations, Alumni Career Services, and General and Affinity-focused Alumni Networks. Connect with alumni in your profession or at your target companies, and ask for job search advice, informational interviews, connections, and referrals to employers.

2. Diversity / Multicultural Professional Associations

Affinity-based organizations sponsor professional development, mentoring, networking, advocacy, and career-related resources. They maintain strategic partnerships with employers that hire from their members' specialized career fields. Job search services include coaching, referrals, career fairs, and job boards. Many have free or low-cost membership options and campus-based and local chapters.



3. Company Employee or Business Resource Groups (ERG/BRGs)

ERG/BRGs are formally engaged in their company's diversity recruitment and hiring processes. They also support employee onboarding, development, retention, and advancement. Common ERG/BRGs include Asian/Pacific Islander, Black, Latino, LGBTQIA+, People with Disabilities, Veterans, Women, and many more. Contact leaders and members of the groups to gain inside knowledge on topics including the corporate culture, the work environment for underrepresented employees, and how to get your resume past the gatekeepers and into the hands of decision-makers. Check out our [interview with Vivian Ayuso-Sanchez](#), director of DEI, disability, and affirmative action at Walgreens, in our June 2022 newsletter.

4. Helpful Online Resources

Employers that are committed to diversity recruiting will engage with underrepresented job seekers online. This includes:

- (1) LinkedIn, Facebook, and other platforms that feature diversity-specific job search, industry, and special interest groups. Company pages may include diversity-specific posts, talent acquisition portals, and potential connections.
- (2) Company websites that highlight their Diversity, Equity, and Inclusion initiatives, ERG/BRGs, and related contacts.
- (3) Diversity job boards and recruiters.

Special Feature

NEW YEAR STRATEGIES TO IDENTIFY YOUR NEXT STEPS

It's 2023! What career goals are you hoping to accomplish this year? How can you get started? Here are some strategies to help inspire you as you consider your next steps.

FIND YOUR "WHY."

In his [*Life Skills That Matter* website](#), author Stephen Warley states that finding your "why" can help you identify which direction to take in your career journey. Here are some of Warley's tips:

1. Look over your work history and identify the common threads, including:

- What attracted you to each of the jobs you have held?
- What were your most rewarding accomplishments?
- What were your favorite work tasks and responsibilities?

Now, ask yourself "Why?" after each answer.

2. Next, dig a little deeper by answering the following:

- What responsibilities do you enjoy most?
- What work problems or challenges motivate you?
- What tasks make you feel fulfilled?
- What tasks feel effortless, while igniting your curiosity?

Once again, ask yourself "Why?" after each answer.

You should start to see a pattern emerge that highlights your values, interests, strengths, and motivations. These patterns can help you identify goals and objectives for your career transition, professional development, or career advancement.

IDENTIFY YOUR GOALS

Setting goals can feel overwhelming, especially when you are juggling other priorities. It might be helpful to use one or more of these processes to get started.

1. **Wants, Needs, and Do:** Organize your goals by outlining small steps:

- Want – Write down an action you want to take over the next year (personal, professional, etc.).
- Need – Make a list of steps you need to take to make it happen.
- Do – Plan and prioritize when to take each of those steps.

2. **Keep, Start, Stop:** Prioritize what task is most important; do not "should" all over yourself.

- Keep – What tasks give you energy? What would you like to continue doing?
- Start – Begin additional tasks and/or add a new skill to learn, to build momentum.
- Stop – What do you need to stop doing in order to make time for those new tasks? (Think of it as a "Not-to-do List.")

BE GRATEFUL

Did you know that your brain does not have the capacity to feel gratitude and fear at the same time? A gratitude practice may be helpful when considering a career transition that feels overwhelming or challenging. Complete the following sentences:

"I will let go of..." Make a list of beliefs and thinking patterns that no longer serve you.

"I am grateful for..." Make a list of the people and things in your life that bring you joy, encouragement, and peace of mind.

"I will focus on..." Identify thoughts that nurture you and provide hope and inspiration.

What is your next move?

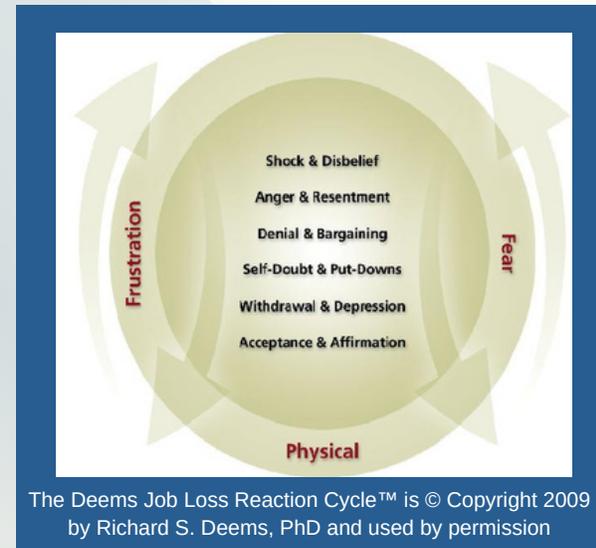
Special Feature

LOST YOUR JOB? YOU ARE "BETWEEN JOBS," NOT UNEMPLOYED

Whenever a life change happens, we experience a diversity of thoughts, feelings, and rationalizations. To move forward more quickly after a job loss, here are some suggestions:

1. Your feelings of loss are about much more than losing income. It is about a loss of control, routines, relationships, successes, your sense of value, and even your to-do lists.
2. Finding a job is a skill that you will use many times; the average job lasts 3-5 years. Design a strategy that will keep you moving forward. The least effective way is by only using job boards. Networking is a better strategy. For competitive positions, referrals account for 70% of the hires.

*"It is not what you know or who you know,
it is who knows what you know."*



3. It will likely take you longer than you think to find your next good job. The media consistently says that anyone who wants a great job can easily find it, when in fact the latest Bureau of Labor Statistics report indicates that the average length of unemployment for those 45 years and older is 8.08 months. The hiring process involves multiple steps.
4. Take care of your physical and emotional self.
 - a. Create a support system of people who can help you with a variety of things. Keep their names, phone numbers, and e-mails handy.
 - b. Watch your eating, drinking, and sleeping habits.
 - c. Increase your physical activity.
 - d. Make a list of things you enjoy doing and projects you want to do. Integrate them into your day when you are losing energy for your search. Finding a position takes a lot of energy.
 - e. Don't stop living your life. If you feel/hear yourself saying, "I cannot commit to that because I will have a job by then," go ahead and make plans. You can always revise them as situations change.
5. Create an office space. Organize items you brought home from your workplace, realizing you may not use those items again for a long time, or maybe never.
6. Have a schedule/routine/specific goals. Leave the house for at least part of the day. Develop a list of places to go, such as the library or coffee shop. On Friday afternoons, have your next week's plan scheduled, then let it go for the weekend so you can reenergize.
7. Learn something new and/or get a part-time position. Keep your skill sets active and polished.

The hardest part is not knowing when this will end and where you will end up.

We have a tendency to ask for help least when we need it the most. Ask. Others do want to help.

To learn more about the "normal" stages that people go through when they lose a job, check out the article [What Happens to People Who Lose Their Jobs](#) by Richard S. Deems, PhD and Terri A. Deems, PhD. If you would like to learn more about the Deems Job Loss Reaction Cycle™, you can read the book [Make Job Loss Work For You](#), covering topics such as: What Can I Expect Now? (Features the Deems Job Loss Reaction Cycle), What Do I Do Now?, and What is the Deems JobGetting Skills™ System?

Have you previously lost your job? How did you get through it? What kept you moving forward? Do you have any advice you would like to share with our readers? Let us know at info@careerexpertsgroup.com.

“ELEVATE YOUR CAREER WITH AN EXPERT” QUARTERLY SUBSCRIBER RAFFLE.



To say thank you to those who subscribe to receive the “Your Career > Your Future” newsletter directly in their email each month, we are rolling out the "Elevate Your Career with an Expert" quarterly subscriber raffle.

At the beginning of every quarter, we will randomly draw a name from all active subscribers, with the **winner receiving their choice of one complimentary career-related service** from one of our Career Experts.

Resume
Review

LinkedIn
Assessment

Personal
Branding
Consultation

Interview
Preparation
Guide and
Advice

CONGRATULATIONS TO THE WINNER OF THE INAUGURAL QUARTERLY CAREER EXPERTS GROUP'S "YOUR CAREER > YOUR FUTURE" NEWSLETTER SUBSCRIBER DRAWING

EMILY TUPPER

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“YOUR CAREER > YOUR FUTURE” NEWSLETTER SURVEY RESPONDENTS RAFFLE. WINNER TESTIMONIAL

**PATRICK
MANOIL**

Patrick chose the personal branding session with Jacqueline Peros of JMP Branding.

"Working with Jacquie on developing my personal brand was a very positive and motivating experience. After my consultation with Jacquie, I had a strong sense of direction on steps I needed to take to create my personal brand.

I felt that Jacquie was able to put herself in my position and offer important points to reflect upon. This will help me to create my personal brand and attract and find my ideal career opportunity. Jacquie provided great feedback on how others view my profile and ways to improve my online presence by developing my personal brand.

After working with Jacquie, I was able to refine my job searches to better fit my brand and what I truly enjoy doing."

ASK THE EXPERTS

(Page 1 of 2)

I was laid off and I'm afraid I won't be able to find another job in this economy. What can I do? (Zack K.)

Network – Connect with and reach out to everyone in your network who could support you during this time: mentors, former colleagues, clients, customers, vendors, and family. Create social media announcements and share where appropriate (LinkedIn, Facebook, Twitter, etc.). Mention the layoff, as it's an easy way to explain why you left and why you're focused on finding a great new job.

Take Care of Your Mental Health – Your mental health and self-esteem can take a huge hit if you are laid off. Try these recommendations to keep your mental health in shape: Give yourself permission to grieve. Don't isolate yourself. Take advantage of your support system. Stick to a regular routine. Take time to be physically active. Set small, achievable goals. Tune out all the negativity and naysayers. Learn more about coping with job loss by reading "[Lost Your Job? You are "BETWEEN JOBS," Not Unemployed](#)" on page 8.

Prepare Your Story - Work on crafting a simple explanation for your layoff that you can share with professional contacts and potential hiring managers. According to John Lees, the UK-based career strategist and the author of *How to Get a Job You Love*, develop an "objective, short, and upbeat" message that shows you're "not a victim and you're not stuck."

Rebrand Yourself – Realign your brand to address a new challenge or crisis, such as a layoff or termination. According to Jim Heininger in a *Forbes* article titled [Rebranding Your Personal Brand: Easy Steps to Stage Your Personal Brand Turnaround](#), "Build the appropriate bridge connecting the best of your past to your future, articulating how your accomplishments are relevant and make you a stronger, differentiated expert in your new sphere."

Advance Your Knowledge – Obtain certifications that will add to your value proposition. Check out our [Lifelong Learning Resources](#) document.

I know I am good at my job, but I feel like I don't deserve to have this role. How can I become more confident about my worth? (From Jalyne V.)

What you are describing is called Imposter Syndrome. This is the feeling that you don't deserve your job despite all of your accomplishments. As a result, you may hold yourself back from taking risks for fear of failure.

Try these steps to work your way out of the Imposter Syndrome mindset:

1. Conduct a realistic reflection and evaluation of your strengths and weaknesses. Write down those accomplishments and celebrate them.
2. Be conscious of times you compare yourself to others and redirect your focus on yourself and your strengths and accomplishments. According to Matt Mullins, an American five-time martial arts world champion and actor, "The only person you should try to be better than, is the person you were yesterday."
3. Watch the language that you use. Consistently saying, "I have a stupid question," or "I feel," or "I think" depletes your confidence in yourself. Update your language with more confident, assertive phrases and know that your questions and ideas are valid and important.
4. Reframe your story by writing it down. Identify who you are and how you got where you are. Let yourself shine on paper. Then, accept that it's all true.
5. Check out *The Secret Thoughts of Successful Women: Why Capable People Suffer from the Impostor Syndrome and How to Thrive in Spite of It* by Valerie Young. This book shows readers how to take ownership of their success, overcome self-doubt, and banish the thought patterns that undermine their ability to feel — and act — as the capable professionals they actually are.

I have extreme interview anxiety. What can I do? (From Mark Q.)

The more preparation and practice that you do, the more confident you will be. The more confident you are, the less anxious you will feel. And remember that you are not alone; most people feel anxious about job interviews.

1. Do your research on the company, its competitors, and the people you will be interviewing with.
2. Prepare STARR (Situation, Task, Action, Result, Relate) stories to help you stay focused when answering interview questions.



3. Practice by participating in mock interviews.
4. Use positive affirmations to push out any negative mindset obstacles. Focus on your strengths.
5. Rationalize your fears. Remember that it is our perception of a situation that causes anxiety, not the situation itself. Try to identify any negative thoughts you have about the interview and challenge them.
6. Remember that you wouldn't have been selected for an interview if the employer didn't think you were right for the role.
7. Try "power posing." Power posing is adopting powerful, expansive body language. For example, the Superhero Pose — legs wide, hands on hips, chin raised — is a powerful posture and it can make us feel more confident and can even help us perform better. On the other hand, powerless, contractive body language like self-hugging can make us feel less confident and can negatively affect performance. Numerous studies have found that standing in a Superhero Pose can leave you feeling powerful, confident, and positive. Study participants told researchers they felt stronger when they engaged in power poses and upright postures.
8. Think of the interview as a conversation, not an interrogation. It's also an opportunity for you to ask your own questions about the position.



9. Take a breath before answering interview questions.
10. Put the interview into perspective and don't lose sight of the big picture. Remember it's not the end of the world if you don't get offered the role. There will be other opportunities.
11. Play motivating music, like the theme from *Rocky*.



Share your career questions with our experts.

[CLICK HERE TO SUBMIT YOUR QUESTION!](#)



HOLIDAY HIGHLIGHTS

by *Elyse Pipitone*

NATIONAL MENTORING MONTH

Mentoring is a process where one person supports, advises, and guides another's personal and/or professional growth. While mentoring relationships often pair an older or more experienced mentor with a younger or less seasoned mentee, this is not always the case.

Mentoring can be satisfying, impactful, and valuable to both parties, regardless of age, job title, education level, or professional experience. A successful mentoring relationship is based on mutual trust, respect, and an interest in self-improvement and continued learning.

Benefits for mentors and mentees include:

- Improved confidence
- Exposure to new experiences and points of view
- Higher self-awareness
- Increased accountability and goal setting
- Better listening and communication skills
- More job satisfaction and likelihood of career growth

According to [McCarthy Mentoring](#), 89% of mentees eventually become a mentor to others. Mentoring is also very good for business: [67% of businesses](#) reported an increase in productivity due to mentoring, and [55% of businesses](#) felt that mentoring had a positive impact on their profits.

Resources for finding a mentor: [How to Find a Great Mentor](#)

Resources for becoming a mentor: [How To Be a Career-Changing Mentor: 27 Tips To Make a Difference](#)

Resources to start a mentoring program in your workplace: [How to Start a Mentoring Program: A Step by Step Guide](#)

GET A BALANCED LIFE MONTH

While life balance is important every day of the year, Get A Balanced Life Month is celebrated in January so individuals can start developing good self-care habits that can benefit them all year long. Work-life balance – currently gaining popularity as “life-work balance” – is essential for a healthy mind and body and for alleviating burnout.

The idea behind getting balanced is to prioritize the people, things, and activities in your life that bring happiness, fulfillment, health, and hope. Actions you can start taking today include:

- Eating well and staying hydrated
- Organizing and decluttering your work space and living areas, which can also help unclutter your mind
- Making time for yourself, even 10 minutes a day
- Moving your body, including walking and stretching
- Prioritizing your to-do list, including personal responsibilities – but avoid “shoulding” all over yourself
- Evaluating your energy level before taking on a new project or commitment
- Developing a gratitude practice
- Reaching out to your support system for encouragement and accountability
- Asking for help from a professional if you are feeling overwhelmed, anxious, depressed, or experiencing stress-related illness

Some resources to help you find balance include:

- August 2022 *Your Career > Your Future* interview with Sabrina Woods on [“Prioritizing Well Being During the Job Search”](#)
- [How to Create a Balanced Life: 9 Tips to Feel Calm and Grounded](#)
- [A Better Way to Think About Work-Life Balance](#)
- [Ten Tips to Keep Work From Taking Over Your Life](#)
- [Create a Not-to-Do List](#)

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TOGETHER WE ARE A POWERHOUSE!

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Stay tuned for our February 2023 edition,
"Using Your Time Wisely"