

Next post = next career step; Planning ahead checklist

Each time transferable employees are transferred to another post (either abroad or back to the home country) their spouses / partners are faced with the reality of having to give up their job and begin searching for a new one at the new posting. This usually causes a great deal of damage to the spouse's / partner's career and a considerable amount of inconvenience to the individuals.

Although there are no quick fixes to overcome these difficulties, there are certain things that could make the process more manageable. The key is proactive planning and excellent organization. Some simple but important actions to implement could be the following:

Planning for your next post/career step checklist

#	Actions	✓
1.	Inform as early as possible your current employer	
2.	Offer to train replacement	
3.	Offer availability for support / advice for a month or so after your departure via email, phone etc. (Your x-employer's positive experience could help prospective employers to decide on your hiring)	
4.	Ask your last post supervisor and/ or your employer for Reference Letters and discuss with them if they have any contacts they could provide you with at the new country or even your home country	
5.	Get in touch with liaison officers (if applicable) to find out about the local job market conditions and possibly local contacts	
6.	Check EUFASA Job Databases	
7.	Contact your network for possible contact referrals	
8.	Research the internet for local market players and multinational companies present. Get into their	
9.	websites and search for job opportunities or contact details of recruitment officers you could get in touch with	
10.	Once on site, draft a daily schedule to help you organize your appointments with prospect employers	

In addition, one should:

- maintain a positive approach & thinking process
- keep as calm as possible (the mind conditioning exercise that follows could help)
- view the situation from its positive side (i.e. a new challenge that could offer an interesting experience)

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Positive thinking – Mind Conditioning Exercise

Begin with a breathing exercise – Step 1

Create a quiet place. Sit comfortably. Both feet touching the ground. Your arms may rest on the chair. Your hands in your lap. Close your eyes. Pause a moment.
Begin to be aware of your breathing.
Inhale...
Exhale...
Allow each inhalation to be slower, longer. There's almost a pause before you exhale. Slowly... longer.
Inhale...
Exhale...
Your body will sink deeper into the chair. As you relax, your body will feel heavier and very still.
Inhale...
Exhale...
If your mind begins to wander, return to consciously paying attention to your breathing.
You will become aware that your mind is clear. No busy clutter interferes with your ability to relax. Quietness envelops you.
Inhale...
Exhale...
Continue this as long as you are able. Some days it will be as long as half an hour. Others, it may only be five or ten minutes. Whichever, you will feel refreshed from the brief pause.
As you end your meditation, you will feel yourself almost awakening. Pause.
Sit still a moment. Take several deep breaths and return to whatever activity awaits. You are ready.

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Conditioning through visualization – Step 2

The first thing you need to do now is to enter the 'theatre screen in your mind'.
Imagine yourself watching a movie on a big screen. Try to visualize a blank movie screen.
Try 'seeing' a Red Apple.
Can you 'see it'?
Try to 'see' the details. How big is it? How does the texture of the skin look like?
The more vivid the details the better.
Isn't it interesting how you can 'recall' all this information?
Now change it to a Green Apple.
Did you manage to do that with ease?
I think you did.
You can visualize anything you want, however ridiculous the image may seem.
Unless you can 'see' something happening in your mind, it's unlikely to materialize in reality.
We are very much 'victims' of ourselves.
We cannot achieve anything that is in conflict with our self image.
If you see yourself as unattractive, as a person nobody will ever like, then that's what you'll be.
If you see yourself as 'stupid' because you didn't complete the university and undeserving of success then you are not likely to enjoy success.
But guess what happens when you start to 'see' yourself differently?
Your Subconscious Mind Starts To Work FOR You.
Here's how to use creative visualization to change your life.

Before you go to sleep every night, lie down and relax yourself by taking deep breaths.

Next, play the mental movie of the area in your life that you want to improve. See yourself achieving the end result, of whatever that you want, get into the character, FEEL it in your bones.

Do this consistently, and you can eventually deprogram whatever negatives that are residing in your subconscious, and be on your way to achieving anything that you want.