

Spirituality, Aging and Calling

4.

Calling can be a personal belief that our talents are “gifts” from a higher power or deeper source to do a particular kind of work. This work may have more to do with discovering personal or spiritual meaning by contributing to a greater good than making money or achieving career goals. Thomas Merton said we were made for “peace, delight, safety, joy, freedom and the highest spiritual happiness....energized by our intimacy with divinity to do the work....a creative and restorative collaboration to renew the face of the earth.”

Check the following statements which apply to you:

- I have clear ideas about work to which I am being called
- I have several ideas about work opportunities to which I am being called
- I am very interested in pursuing the concept of calling in my transition
- I am not sure about the concept of calling in my life and transition
- I don't have interest in this idea

Comments: _____

SPIRITUALITY and AGE

Spirituality can be defined simply - i.e. living in ways which demonstrate that we believe there is more to life than meets the eye. There's a growing body of evidence that as we age, we incorporate more spirituality into our lives than when we were younger. Spirituality is not the same as religion but could include being religious - e.g. going to church more and getting involved in church/prayer related activities. For some, it may reside in a relationship with nature; or connection to a spiritual/life or universal force. Others are very certain they have a personal relationship with God. Maturing and getting older often brings more time and commitment to reflecting on larger life questions.

On a scale of 1-4, rate the thoughts or activities below

- 4 - Significantly more than when I was younger
- 3 - Somewhat more than when I was younger
- 2 - Same as when I was younger
- 1 - Less than when I was younger

- Think about larger, more meaningful questions
- Believe in God or Higher Power
- Develop a relationship with God/Higher Power
- Read about spiritual matters/ideas
- Spend time in solitude/silence
- Spend time in nature
- Fear the future and getting older
- Have peace about the future and getting older

“I am obscurely convinced that there is a need in the world for something I can provide and that there is a need for me to provide it. True, someone else can do it, but I feel I am being asked to provide it.”

Thomas Merton
Monk and Social Activist



CENTER FOR
LIFE TRANSITIONS

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“If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them.”

Thoreau

Work Transitions Barometer

The Center for Life Transitions has many resources to support the transition to your next job, career or meaningful work. This tool can help you clarify the most important steps for you to identify and accomplish as well as prioritize effective strategies for you and your Counselor/Coach.

Successful transition tasks are divided into four categories:

1. Foundation Issues
2. Job Search Preparation
3. Personal Development and
4. Spirituality, Aging & Calling

Indicate both your present level of **CONFIDENCE** in managing, as well as your **PROGRESS** at this time in accomplishing the following tasks: Use the 1-5 scale.

Your CONFIDENCE in Managing

- 0 - Not at all confident; I'm worried
- 1 - Have some confidence; I can do some of this
- 3 - Confident; I'm ok with this
- 5 - No problems at all

Your PROGRESS in accomplishing at this time

- 0 - No time/effort or outcomes at this time
- 1 - Some time/effort; just beginning to understand what I need to do
- 3 - Good commitment; I see possibilities and may need fine tuning
- 5 - Don't plan to do this or don't think it's necessary



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Foundation Issues

1.

Confidence Progress

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Understand the relationship between my competency/skill sets and work realities/demands. |
| <input type="checkbox"/> | <input type="checkbox"/> | Aware of the many myths which exist about the job market and transition and how they can affect my attitude and energy. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify solutions for the personal challenges I'll face in job hunting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commit time, energy and persistence to making a successful career transition as part of a busy and complicated life. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify interests (what I like), skills (what I do well) and values (what I really care about) and other factors which I desire to use in a job. |
| <input type="checkbox"/> | <input type="checkbox"/> | Explore and research jobs, careers, employers and fields to better understand their requirements and characteristics. |
| <input type="checkbox"/> | <input type="checkbox"/> | Understand the various types of work environments, organizations and cultures which have jobs for which I'm prepared and interested. |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop the language and confidence to persuasively express my career objectives in writing. |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop a 1 minute "commercial" where I can verbally express my primary skills and experiences; how they add value to an organization and match to specific job requirements. |

Your CONFIDENCE in Managing

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Your PROGRESS in accomplishing at this time

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Job Search Preparation

2.

Confidence Progress

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Construct a resume which is easy to read, has a clean, crisp format, perfect spelling and grammar, emphasizes my skills and background and has a beginning objective or summary at the start which can be customized for specific employers/jobs. |
| <input type="checkbox"/> | <input type="checkbox"/> | Write a template letter and e-mail which can be customized for specific positions & opportunities. |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop an excellent profile on LinkedIn and use LinkedIn and other social media effectively for networking. |
| <input type="checkbox"/> | <input type="checkbox"/> | Research job boards and determine which ones are most effective and how they can best be used in a comprehensive job search. |
| <input type="checkbox"/> | <input type="checkbox"/> | Research company, employer and organizational websites and their job postings as well as their applicant tracking system; apply for positions on employer websites. |
| <input type="checkbox"/> | <input type="checkbox"/> | Research web, search engine and print sources of job openings; decide how they can best be used in a comprehensive job search; send resumes and complete online profiles. |
| <input type="checkbox"/> | <input type="checkbox"/> | Understand how "3rd party" recruitment agencies, "headhunters" and career search consultants/coaches can help as well as hinder transition success. |

Confidence Progress

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Understand the importance of personal follow-through after submitting a resume and have plans for contacting specific people by email or phone as part of the application process. |
| <input type="checkbox"/> | <input type="checkbox"/> | Learn about networking and informational interviewing as an effective job search strategy. |
| <input type="checkbox"/> | <input type="checkbox"/> | Become confident in networking as a potential mentor, mentee or colleague in building credibility through industry/field knowledge. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify informational interview contacts (friends, colleagues, family, acquaintances) and rehearse interactive situations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Attain knowledge of appropriate dress, manners and "does and don'ts" of interviewing and the job search process. |
| <input type="checkbox"/> | <input type="checkbox"/> | Possess interviewing skills including concise, focused answers consisting of 2-3 key points; know how to research organizations and frame information into thoughtful questions during the interview. |
| <input type="checkbox"/> | <input type="checkbox"/> | Able to do planned follow-up e-mails and letters to every meeting and interview. |
| <input type="checkbox"/> | <input type="checkbox"/> | Readiness to evaluate job offers and skills to negotiate for aspects of the offer which may be open ended or ambiguous. |

Personal Development

3.

Confidence Progress

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have time management skills to successfully integrate career planning and job search activities into my life. |
| <input type="checkbox"/> | <input type="checkbox"/> | Attend to the loss of status, income, colleagues, security, sense of place, etc. which comes from losing or leaving a job. |
| <input type="checkbox"/> | <input type="checkbox"/> | Address fears in leaving a situation where you were confident/competent and moving into uncertainty and anxiety. |
| <input type="checkbox"/> | <input type="checkbox"/> | Manage potential stress of leaving the securities and established relationships of existing situation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Handle the ambiguity, confusion and uncertainties of the future. |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop a support system/program or people with whom I can meet and count on to help me in the "emotional roller coaster" of transition. |
| <input type="checkbox"/> | <input type="checkbox"/> | Attain high level of written communication skills to impress potential employers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop superior verbal communication skills to impress potential employers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Achieve the right balance between excitement and anxiety in order to successfully perform transition work and secure a satisfying position. |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop courage and competence to reach out and present myself to employers and articulate the value I can add to an organization or position. |
| <input type="checkbox"/> | <input type="checkbox"/> | Access personal resources to help in the more difficult aspects of transition and especially in facing rejection before success is achieved. |