

Ten Top Tips - Gaining Relevance & Employability

- Relevance is Fitness for Purpose** As the external environment changes, you can become more relevant by embracing change, staying aligned, fit for the job.
- Become Much More Active** Recognise that life is on an escalator, and its passing you by. You first need to take steps to match its pace, then, get ahead.
- Honour the Recent Past** Compartmentalise past, present, & future, beginning with the past. Reflect, to understand changes that have taken place around you. Identify capability gaps, & misaligned priorities.
- Live in the Present** Be clear on your strengths & limitations, choosing to refocus time spent in favour of your areas of strength. You'll find this more rewarding, enriching, & productive; others will notice!
- Signpost a Better Future** Be clear on the new knowledge, skills and attitudes you need for more secure employability tomorrow. Set out your growth plan, with milestones so you will know when you get there.
- Commit to That Future** Share your plans with those you can trust and count on for support. Making a public commitment is a critical step along the way to achieving, sustained, positive change in your life.
- Bring Your Plans into Play** Start straight away, acting as if you are already well on the way to your goals. The world around you continues to change at a pace; this is no time to be playing catch up.
- Differentiate Yourself, Visibly** Relevance drives your performance, and performance drives employability, so long as people notice! Reframe your sense of humility; it is OK to be proud of positive achievements.
- And, Volunteer Along the Way** It is a competitive world, so volunteering for assignments is a sure way to cut down the competition, and stick out too.
- Work the Days, to Your Agenda** Having set out your agenda for relevance & employability, spend more time on that agenda to achieve real growth.

The Amanuenses Network Pte Ltd

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