

Build your dream career, showcase your strengths and unlock a money-making mindset...it's the most practical career book you'll ever read!

**sort
your
career
out** &
make more money



FROM THE TEAM AT **my millennial money**

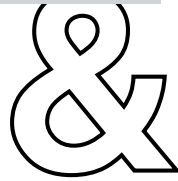
**SHELLEY JOHNSON
GLEN JAMES**

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We acknowledge the Awabakal people, Traditional Custodians of the land on which we build our careers, and pay respects to their Elders past, present and emerging.

We extend that respect to Aboriginal and Torres Strait Islander peoples who may read this book.

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JOB ADVERTISEMENT

**Career Book Authors—
2 positions vacant**

Location: flexible

Pay: blood, sweat, tears and a packet of Tim Tams

Must be able to:

- write lots of words
- *not* bore people to death with human resources (HR) jargon
- help people maximise their career opportunities
- use their (extensive) experience to deal with messy career problems, like how to work out if it's just a bad day or if it's a bad boss, or if it's a complete career crisis and it's time to make a big change, to go and study something new, to change industries, or maybe it's time to go on a holiday to Tahiti *breathe*
- help readers build a career they love
- focus on practical over theory.

Final shortlist—internal HR use only

Candidate 1:

Shell Johnson



Qualifications and criteria suited to role:

- HR consultant & business owner
- hates HR jargon
- has had multiple career crises
- has read way too many books on work, careers and employment
- Masters of Human Resource Management
- explains things clearly (co-host of the *my millennial career* podcast)
- keen interest in helping people build careers they love

Also enjoys:

- her super cute family
- sci-fi and fantasy fiction
- fine dining and eating out as much as her bank balance allows

Candidate 2:

Glen James



Qualifications and criteria suited to role:

- business owner
- employer of people
- has been a tradie, financial adviser and now runs a media business
- has career crisis experience
- explains things clearly (host of the *my millennial money* podcast)
- keen interest in maximising careers for maximum financial benefit
- author of *Sort Your Money Out & Get Invested*

Also enjoys:

- his cars and boats
- starting his day nice and early at 11 am
- filter coffee

how to read this book

Well, we got the job! Guess we'd better write all those words now (hehe).

If you read the HR memo on the previous page, you know we're here to help you build a career you love.

So, let's do just that.

Glen in the driver's seat



Think of this book as your career handbook. It's just as much for career newbies as it is for those looking to optimise their current career situation. The system we've created is applicable to all career situations because it's driven by strategy first, and practical activities second. At the beginning of each chapter we've included a TL;DR (too long; didn't read) to provide a summary of what to expect in the chapter so you'll know before you dive in.

I write this as a business owner, an employer of people, someone who has had to change their own mindset and break away from societal norms. As Shell lives and breathes all things careers, has managed plenty of people of all ages and has almost seen it all, she will offer her own strategic and practical insights that will enable you to apply what you learn right away.

In my book, *Sort Your Money Out & Get Invested* (I will refer to it as SYMO moving forward), I shared an illustration of building your financial life like a house: starting with solid foundations before you worry about the walls like your lifestyle goals or investing. While SYMO could be read in any order, it is highly recommended that you read this book in chapter order.

I honestly believe this book is the prequel to SYMO as the best investment you can ever make is in yourself. That's investing into your mindset, your confidence, your health, your relationships and of course your career (the list does go on can you think of anything else?). The best investment return you'll likely make will be in your own career and ability to earn an income.

It is also so important that you're moving in the direction of a career you love. We all have bad days, so ask yourself: on balance, do you like your work or career? Whatever the answer is, this book will help you. If you love your career or job, you will be able to learn strategies and one percenters that will take you further, faster. If you love your career but hate your job, you will get the tools to make that move. If you have just left school or commenced university, this book will equip you with setting things up in the right order.

To get the most out of this, lean into the exercises, challenge your own thinking and write all over it. It's a workbook and a space for you to brain dump. Only feel guilty about writing all over this book if you have borrowed it from the library!

And, just as we have here, we will make it clear at the start of each chapter or section who is writing.



Shell in the driver's seat

This book was born out of a career crisis mine.

I'd worked in human resources (HR) for over a decade, mainly in large, not-for-profit organisations. After having my second baby, Bowie, I decided to quit my full-time role leading an HR team, and start a new job as an HR specialist in a small business. Despite being in the same industry, it was a very different role from anything I'd done previously.

It was about 4 months in when I realised the job wasn't right for me. I'd always been such a confident and decisive person when it came to work. I was hosting a successful careers podcast. I was the person who solved everyone else's weird work problems. And yet here I was completely lost, stuck and confused.

I had no idea what the heck I was doing with my career. But I knew I couldn't stay where I was. So I quit my job.

No job lined up. No plan of where-to next. No cards up my sleeve.

Well, except for one. I called my friend Glen James.

Shell: Hey, I quit my job.

Glen: Yeah right. What are you going to do now?

Shell: I'm winging it. I have no idea. I'll probably take a few months off to figure it out. Maybe do my own thing, freelance. Who knows?

*Glen: *long pause* I've got an idea Let's write a book.*

Shell: On what?

Glen: On careers. We'll call it Sort Your Career Out. The prequel to SYMO.

Shell: Hahaha. But, I'm unemployed and having a complete career meltdown right now.

Glen: Perfect time to write it.

Glen was right. It was the perfect time to write this book.

It was born out of a real-life career crisis. I was the first beneficiary of the book. Through the process, I sorted my own career out. I can't wait for you to do the same.

Maybe you've picked up this book because you've got a career problem you're trying to solve right now. You want to land a promotion, need to earn more money or you're looking for a totally new career. Wherever you're at, we'll help you sort it out.

Over the years working in HR, and through the *my millennial career* podcast, I've helped thousands of people win at work and build a career they love.

This book is your career guide. Each chapter is jam-packed with practical advice to help you clarify your strengths, brainstorm your goals and map out your next move. It isn't about finding a job that doesn't suck—we've got big goals—it's about building a career you love.

I'm excited to be a part of your journey as you Sort Your Career Out. Forget what everyone else is doing: this is about you, your life, your goals, your version of success.

The career car

Glen in the driver's seat



Many of us are visual learners and the educators out there understand this all too well. That is why I developed the 'sound financial house' to illustrate the importance of doing things in the right order. There is no point investing if you have not paid off your personal loan, nor if you have some goals in the short term that you need money for, as investments should be for the long term. Therefore, foundations are things like being consumer debt free.

Shell and I wanted to do a similar type of illustration for our careers and the best way to think about it is the concept of the 'career car'. You park your career car next to your sound financial house. And just like you journey your way through your career, you head out on a career road trip. Driving off into your career is also what provides you with the money to bring back home to your sound financial house.

Your Career Journey



planning your road trip

discover your values
Chapter 1

develop your mindset
Chapters 2 and 3

build your strengths and skills
Chapter 4

get ready for some risk
Chapter 5

hitting the road

define your success
Chapter 7

make job opportunities
Chapter 6

your resumé, interviews and networking
Chapter 8

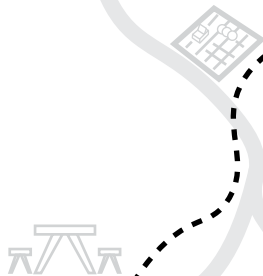
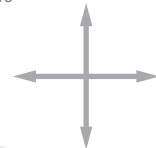
make more money
Chapter 9

burning out and losing interest
Chapter 10

end of the road

leave your job for the next big thing
Chapter 11

the next big thing



The best road trips require some planning. There are foundational parts to your career road trip you need to prepare for before you hit the road. You need to pack your bags, find your route, service your car and make sure you've got fuel ready to go.

This is part I of our approach: the strategic decisions you need to work through. What do you value? What's your mindset? What are your strengths and skills? What risks are you prepared for?

Once this stage is complete, we hit the road. This is part II of our approach: the tactical aspects of building your careers. We can drive forward, left, right, around the roundabout, backtrack, re-route, u-turn—there are so many directions we can go. These practical things are centred around building career opportunities, goal setting, mastery in resumes, interviews and networking. And getting that pay rise! But we also talk about tackling the more difficult aspects of your career journey, like career changes, career crises, burnout and redundancy. Learning how to process what's happened, get the car towed to a mechanic for repairs and get back on the road.

Then, in part III, Shell will walk you through how to know if it's time to leave where you are, and do it well.

The book is sectioned into these three parts, and it's best to read them in that order.

The importance of the sound financial house and the career car is that the logic can work at any age or in any situation. This isn't just for Millennials: this is for everyone who wants a career they love.

Here's a run-down on the three parts.

Part I: Planning your career road trip

Preparing for your road trip is where any great journey begins—we have to start with your career strategy. By skipping this step we risk just changing the font on your resume and ending up in yet another job or career you hate. If your strategy isn't set to the right route, you'll end up in the middle of the desert. Again. These areas are the preparation you need to know yourself. Know what you're looking for in a career and have your career car refuelled and ready to go.

Values

Your values influence the way you like to work. They are a crucial aspect of building a career you love (and are hugely beneficial to understanding life outside of work too!). When we are not aligned with our values, our life and career can quickly get out of sync.

In chapter 1, you'll figure out your own values and reflect on your job, workplace and career to see how they align (and potentially change course, if needed). This may be the first time you have heard or considered values as part of your employment. Your values guide how you work, whether you are aware of them or not. They can help you make great career moves, and avoid the bad ones. We'll walk you through a step-by-step process to define your values.

Mindset

Nailing the mindset piece to your life and specifically your career and career goals will honestly change your life. In chapters 2 and 3, I will share some of my experiences and challenge you to assess your own mindset, and how it could be affecting your career. Mindset is the origin of a lot of our career problems.

Strengths and skills

Working to your strengths and building your skills means your chances of performing better in a role are much higher—you'll be aligned to the right kinds of careers and roles. Working to your strengths makes your job more engaging and energising, but often people don't know their unique strengths. By discovering them, you'll find your genius zone where you perform best. We'll also share how to build skills that make you stand out.

In chapter 4, Shell will help you uncover your strengths and develop your skills, so you can hit your goals.

Risk

Taking risks is an inherent part of your career journey. And maybe it's the reason you aren't where you would like to be in your career: the fear of risk. Usually our minds associate risk with loss—that taking a risk means that loss could occur. Either financially, physically, emotionally or in any other area you can think of. However, this isn't always true, and we'll highlight that with risk comes the reward you've been hoping for.

In chapter 5, Shell and I will help you prevent the risks of owning too much real estate in your head, and we'll help you reframe how you assess risks (whether they're 'good risks' or 'bad risks'). We'll look at taking a risk with your career because it's a muscle that many people seldom use, and it could be the only thing preventing you from finding a career you love.

Part II: Hitting the road

Once we've nailed your strategy in part I it's time to hit the road! We get super practical here and focus on the things you can do to make your career journey meet your definition of success.

Creating career opportunities

Want big career opportunities to come to you? Here we talk about the habits that create career opportunities. It's the practices you do on repeat that bring opportunities to you. In chapter 6, Shell will outline the key habits that act as an opportunity magnet. Do these things and watch the doors swing open.

Success and career goals

So many people measure their own career success based on what other people think. This is a sure way to end up in a career you hate. You need to define what success means in your life, and it may not mean always moving 'up'. And that's okay. In fact, that's perfect. We don't want you living your life according to someone else's goals. Your life and career goals need to be yours and yours alone. This is your journey, not someone else's.

In chapter 7, Shell will help you tease out what on earth your goals actually are! She digs deep and prompts you to own your career with both hands on the wheel.

Resumes, interviews and LinkedIn

In chapter 8, Shell will outline exactly what you need to include in your resume, and everything you need to save for the script of your biopic (no life stories please). She will explain the recruitment process, what to expect and how to prepare and practise now. And she'll highlight why networking is a thing, what it achieves for you and others, and how to master it (in person and online using LinkedIn).

Making more money

Doesn't everyone want a pay rise?! In chapter 9, I will highlight the key ways you can make more money by increasing your earnings, and how to approach your manager for the pay rise you have earned with your performance track record. I'll also spend a bit of time talking about negotiation from a macro level and Shell will share her top tips for how to ask for a pay rise.

Career crises, career changes, burnout and redundancy

The number of people who listen to our podcasts and have hit one of these speed bumps in their career is huge. If you've hit one of these, then take heart: listeners of the *my millennial money* and *my millennial career* podcast community are right there with you. Shell explains what to do if you find yourself on the side of the road, waiting for the career tow truck to turn up, along with some great community testimonies which show you that you are not alone and you will find a way forward.

Part III: Reaching the end of the road

So you've reached the end of the road in your job. It happens. Sometimes it's a toxic workplace or it's just not the place you feel is right for you, right now. Shell will walk you through how to know whether it is in fact time to leave your job, and how you can develop an exit strategy that allows you to depart on the best possible terms.



Apply now

Shell in the driver's seat

In each chapter you'll see some 'Apply now' sections. These are designed as points of reflection and exercises for getting super practical and taking charge of your career. It's all well and good to listen to what we have to say, but it means nothing without action. So warm up your muscles, turn your brain on and prepare to workshop your own situation.

Stories from the community

We've also harnessed the power of the *my millennial money* and *my millennial career* communities by including first-person accounts from listeners of the shows. People who have been in your shoes and found a way forward. We love our community, and they love us back by sharing their experience, guidance and advice. So please enjoy what they also have to share! We will also make comments on these stories.

Downloads and resources

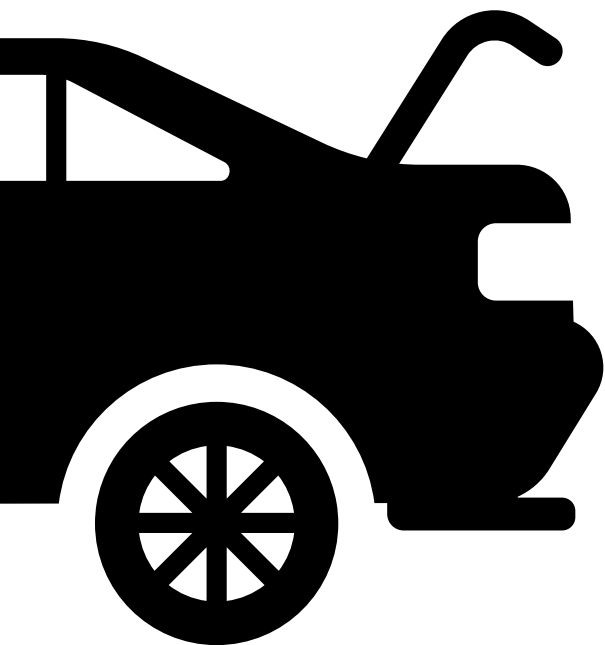
Throughout the book we'll provide some additional content that you can download by visiting links connected by QR codes at the end of some chapters. There are templates, further reading and links that can help you journey through the stages of this book.

So what next?

With the help of the words we've written, and the experience of the *my millennial money* community, we want you to be able to prepare your career strategy, before mastering the practical things that will help you craft a career that you'll not only love, but thrive in—and give you the best shot to make more money, if this is a goal of yours!

Get in. Buckle up. And hold on.

Let's go!



planning

your

career

road trip

values:

**where it all
begins**

1

tl;dr

- Determining what you *value* is critical to building a career you love.
- Often if something feels ‘off’ at work, it’s a values issue.
- You need your values and career to align: if things are out of alignment, it gets painful, quickly.
- In some cases, communicating a values issue with your manager or boss can prevent the need to look for a new job altogether.
- We provide a long list of values to help you decide which are relevant to you and your career.



Shell in the driver's seat

I hate small talk. The label 'chit-chat' captures the drudgery of the act perfectly and it doesn't help that I'm woeful at these conversations. I forget to ask the socially acceptable 'ease-in' questions. The truth is, I don't care what you're watching on Netflix. And I'm sure as hell not interested in your weekend workout routine. Zero care factor. I want to know the deep things in life. What are your big regrets? When do you feel most energised? Oh, and are you still using those breathing exercises your therapist gave you?

Any job where I have to make small talk for extended periods of time is probably not going to work well for me.

I was at my friend's engagement party a few months back and, like at most parties, it's customary to engage in tedious small talk for hours on end. I checked the time. Ugh! It was only 7.30 pm. I'd already exhausted my repertoire of go-to questions. It was time to park myself at the grazing table. No-one will expect me to talk with a mouth full of camembert, right? Or at least, that was my plan, until I spotted my friend Beck breezing through the door. I saw my moment. She was my escape from monotony. I made a beeline for her.

Beck and I hadn't seen each other in months. And just as she went to say hello, I jumped in with a banger: 'Hey, I heard you burnt out and quit your job. What happened?'

Beck's eyes went wide. She laughed, which sounded more like a choked kind of cough. Yeah. Not the best lead-in. But within minutes, we were into a full-on deep and meaningful about how her desire for achievement led to fatigue, exhaustion and, ultimately, burnout. She shared her story of recovery and told me about the boundaries she's put in place to rebuild her health.

Deep, authentic conversations are the ones that really matter to me. They're the ones we remember. They peel back the facade, exposing the raw truth