

# One eye on the future



It's about a job: One eye on the future



# One eye on the future

**“ You can do anything you decide to do.  
You can act to change and control your life;  
the procedure, the process is its own reward.”**

Amelia Earhart, famous female aviator

*There's every chance you'll go job hunting again sometime in the future. Maybe you'll reach a point where you're ready for a new challenge. Or maybe your dream job will suddenly appear out of the blue and you'll want to go for it.*

*When opportunity comes knocking on your door, be ready to open it. Good luck is really nothing more than being prepared to meet the opportunities that come your way.*

Always keep your CV up to date. Whenever your job changes, hold onto copies of the old job description to remind you of all the things you've done and the skills you've developed.

If you have copies of your performance appraisals (reviews of your performance on the job) keep them as a record of your accomplishments and challenges.

Always take advantage of any training opportunities and work-related education.

Stay in touch with your existing support network and expand it to include people who help make your working life successful.

Remind yourself how far you've come and how well you're doing – because you're doing just great!

# Important contacts and phone numbers

NAME / PLACE / ROLE

CONTACT DETAILS

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## Contact Us

For more information or to find your nearest Workwise location, please contact us.

0508 TO WORK

Info@workwise.org.nz

[www.workwise.org.nz](http://www.workwise.org.nz)



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