

CAPIP News

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Career Success Is Within Your Reach

By Deborah Brown-Volkman (pictured)

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Are you waiting for career success? Do you believe that if you wait long enough sooner or later your dreams of success will come true?

When it comes to success, you are better off spending your time working toward being successful than losing precious moments waiting for it to happen.

What are the traits of successful people? They have drive and a belief in themselves. They are confident. They seem to have the Midas touch. But instead of trying to emulate the qualities that made them successful, we sometimes assume that "they must know someone." Or, "they

were lucky." We forget that they worked hard to get where they are today. We didn't see their struggles. We just see the end result, and we want what they have, NOW.

Career success is not just for the lucky. It's for those who want it and work hard to get it. There's no mystery to the process. Follow certain steps and you will be successful. Deviate from these steps and success will take longer.

So how do you grab career success? Follow these steps:

1. Believe that you will succeed. Self-belief is such a crucial and sometimes overlooked element. You have to believe that success is within



your reach. If you do not believe it, who will? The clients that I coach who make their career dreams come true are those who believe in their goals. How can you become a believer? Sit down with a piece of paper in front of you. Write without editing your words. Create your ideal career and life. Create a picture you can look at every day. What

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CAPIP News

A newsletter
for and about
Carl Albert
Public Intern-
ship Program
Executive Fel-
lows and Un-
dergraduate
Interns

Time Management Tips: Don't Know What To Do Next?

By: Cheryl A Clausen

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Just thinking about everything you need to do may leave you feeling overwhelmed, and unsure about where to start. You may also worry that you aren't even sure if you know

everything you have to do. Here are some time management techniques you can use to get unstuck and going again. The best way to get yourself out of this mess is to identify where you really are.

Start with a blank piece of paper and list all the actions you've committed to taking. Don't list things that involve more than one action or ideas.

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Time Management Tips: Don't Know What To Do Next?

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There are two reasons you want to list actions. Listing actions makes it easy for you to know exactly what you need to do and that makes it easier for you to just do it. Ideas and things that involve more than one action require your mind to sort through the idea and identify the individual actions every time you see it on your list and that just adds to your stress and wastes time. This just increases your feelings of overwhelm and stress, and that's exactly what you don't want. Listing just actions makes it easy for you because there are no decisions involved, and you don't have to take time to figure things out. You just see the action, decide on which action to take, and take the action. So what do you do with those ideas and multiple action things? With those things just enter the next logical action you need to take. And if your idea is something you want to take action on someday, but not now park it on a separate idea list.

With everything on one list, even though it may be multiple pages, you're ready to start to figure out what to do. The best way to make good time decisions is to set aside some thinking time where you can begin to define your long term goals. You have to figure out what you really want to accomplish where you really want to be in life so you don't behave like a mindless automaton. Are you a mindless automaton just going through the motions each day allowing everyone and everything else to decide how they will invest their time? You can't succeed in anything in life if you abdicate your responsibility for management your time. Increase your success and reduce your stress by knowing where you want to go and how you're going to get there so you can develop good time management skills.

If you know where you're going and why, you can decide what to do next. You can't possibly do everything on your list at once, but you can decide which things to take off your list and I want you to do that

now. Ruthlessly strike anything that isn't moving you closer to your big picture goals from your list, and then just prioritize the top three actions you need to take each day. Do this day in and day out and you'll get where you want to be before you know it.



CAPIP Requirements!!

Training:

- Executive Fellows need to complete 8 hours per semester or 6 month period during the internship
- Undergraduates need to complete 4 hours of training during the internship

CAPIP Changes Since Last Quarter

Hired

Executive Fellows

Calvin Holloway
Department of Human Services

Sarah Harding
&

Lia Tepker
Health Care Authority

Chad Mullin
Employment Security Commission

Undergraduates

Nathan Young
State & Education Employees Group Insurance Board

Resigned/Agreement Ended

Executive Fellows

Chetan Malhotra
Health Care Authority

Jill Oliver
Department of Rehabilitation Services

Justin Roach
Department of Agriculture

Undergraduates

Reuben Fredricks
&
Amanda Essaili
Office of State Finance

Jefferson Clark
Evan White
&
Tyler Lawler

State & Education Employees Group Insurance Board

Lauren Skora
Department of Central Services



CAPIP STATS

35 Executive Fellows currently work for 16 different state agencies

7 Undergraduate interns work for 3 different state agencies

Executive Fellows and Undergraduate interns attend the following universities:

- University of Oklahoma**
- Northwestern Oklahoma State University**
- Langston University**
- University of Central Oklahoma**
- Oklahoma State University**
- University of Tulsa**
- University of Arkansas**
- University of North Texas**
- Oklahoma City University**
- East Central University**
- OU Health Science Center**

The applicant pool of eligible Carl Albert Interns includes **30 Executive Fellows** and **41 Undergraduate students**.



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Office of Personnel Management
"Working for Oklahoma"

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does your picture look like? Does it inspire you? Does it bring excitement into your mind? Belief comes from within. You just have to dig it out every once in awhile.

2. Get the facts. Once you are a believer, back up your beliefs with facts. Find out specifically what steps you need to take to make your picture real. This way you will be comfortable taking action. For example, let's say you want to expand into another industry. What facts do you need? Do you need more training? Is the cost of training within your reach? If you make the investment will it put more money in your pocket when you are done? Do you care about money, or are you more interested in a better quality of life? Write down your questions and get your answers. Then you will be ready to act.

3. Commit to your success. Successful people say "I will" versus "I'll try" or "I

may someday." There is something powerful about making a commitment. First of all, the decision to be successful is made, and the back and forth is done. Second, you have focus and direction that transforms your outlook and gives you purpose. As human beings we do not always like to make commitments. We feel that we need to keep ourselves open to all opportunities because we are afraid that we may walk away from something better. Yes, you are walking away from something and that "thing" is confusion. Commitment gives you something greater. A reason to get out of bed every day.

4. Put a plan in place. Once you are committed, map out how you will succeed. Use the facts you gathered in step two ("Get the facts") to guide you. Break down your success plan into smaller pieces. Put these smaller pieces into your calendar. Make to-do lists. Manage your priorities and say yes only to those things that will bring you closer to success. Delegate and eliminate those tasks that take up your time. And if you get

sidetracked or distracted, use your plan to get back on track.

5. Keep moving no matter what. There may be days when you do not want to do the work or you do not believe the effort you are putting in will be worthwhile. It's normal to feel this way. Your journey will be filled with ups and downs. Success comes to those who keep moving. It's ok to have doubts. Keep taking action anyway. Take small steps every day, no matter what. Small steps today lead to big dreams achieved tomorrow.

So what do you say?
You have only one life to live, so it might as well be a life you love!

Deborah Brown-Volkman is the president of Surpass Your Dreams, Inc. a career and mentor coaching company that has been delivering a message of motivation, success, and personal fulfillment since 1998. Deborah is the author of Coach Yourself To A New Career: A Book To Discover Your Ultimate Profession. To learn more visit Deborah's site [Surpass Your Dreams](http://SurpassYourDreams.com), send an e-mail to info@surpassyourdreams.com.

Little known facts...

Carl (Bert) Albert Biography (1908-2000)

US politician, born near McAlester, Oklahoma, USA. He studied at the universities of Oklahoma and Oxford, then practiced as a lawyer in Oklahoma. He became a Democratic member of the US House of Representatives (1947-77), and as majority leader (from 1962) created an alliance between Northern liberals and Southern 'boll weevils' to ensure the passage of President Johnson's Great Society legislation. In 1968, he presided over the disastrous Democratic convention, ruling against the delegates opposed to the war in Vietnam. Speaker of the House in 1971, he finally voted against the war in 1973. He retired in 1977.

Oscar B Jackson, Jr., IPMA-CP

Administrator and Cabinet Secretary for Human Resources & Administration

Denae Edwards, Editor

Carl Albert Public Internship Program Coordinator

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