



Newsletter

The Association for **Women In Communications** Lubbock Professional Chapter

From the President

Striving for Balance



Denise Garlington
President

This is an exciting time for all of us. With the Celebrity Luncheon fast approaching and the National Conference on the horizon, the pace is becoming more and more demanding. It's difficult to find a balance between work, home and extracurricular activities.

Here are some of my New Year's resolutions that I hope are helpful to you:

1. Simplify your life.

Often we find ourselves stuck in the same routine because that's the way we've always done it. It's amazing the time you can create just by re-evaluating and strategizing personal and professional goals.

2. Complete incompletes.

Do you have unfinished projects looming over you? I personally find that the amount of time I take to worry or procrastinate about incomplete projects, I could simply just tackle them head on and be done with them.

Why put off today what you can do TODAY?

3. Take care of your mind, body, spirit.

We all "burn the candle at both ends." For some, that's a way of life. It's extremely important to factor in some fun down-time so you can replenish your depleted physical and mental faculties. Find a relaxing hobby, interest or something that delights you that will make you forget the stresses of the day, even if it's for just a little while.

4. Extend your boundaries; stretch your capacity.

Branching out, taking on new responsibilities
(See *From the President, Page 2*)

The Signs of Job Dissatisfaction— Don't Ignore them!

The new year is a great time to analyze your job satisfaction. As you make your new year's resolutions, include career fulfillment as a top priority.

There are ten sure signs that you are experiencing job dissatisfaction.

If you:

- Dread Mondays or coming to work
- Can't wait for Friday
- Are often bored at work
- Feel tired or chronically fatigued
- Avoid your boss and dread meetings
- Have no enthusiasm or sense of self-worth
- Feel like you are getting nowhere in your job
- Take work stress home
- Question your choice of industry or occupation
- Can't think of a way out

Any of the above signs indicate a need for change. The biggest career mistake is to ignore those indicators. A head-in-the-sand mentality can lead to a downward career spiral that ends with disappointment and "what if" regrets.

Here are three great ways to facilitate positive change.

• *Analyze your career choice.*

Is the problem your boss or

employer--or is it that you have chosen the wrong occupation? Before you take any action, make sure you know what needs to change.

Don't make the mistake of throwing away a good career (ex. accounting, sales, finance) when the problem is really the person you work for. On the flip side, if you're not cut out for sales, then changing employers isn't going to help the problem.

A career coach can guide you to determine which of these problems is causing your unhappiness and give you ideas for your next career move.

• *Update your resume.*

Updating your resume can give you a great confidence boost. You'll feel better immediately if you know you are ready whenever opportunity knocks.

Be careful, however, that your resume doesn't resemble a house with too many additions, each resembling a different style. If you have simply added to the same old resume job after job, it's time to "tear down that old shack" and rebuild your resume from the ground up.

If your old resume format doesn't live up to your professional image, you may want to
(See *Don't Ignore Them, Page 2*)

From the President

Striving for Balance

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ties and other changes can be hard to accept when we're used to the same 'ole routine. The ability to stretch your capacity is a great benefit because it forces us to grow.

You'll catch yourself saying, "I didn't know I could do that." Look at change and extending your boundaries as an opportunity for growth and enlightenment. Remember this as we plan the national conference! You'll definitely be stretched!

5. Create a healthy support system.

It's nice knowing that our chapter is a diverse group of women. We all have endured many struggles and accomplished much as females in the communications field. We are fierce, bright, capable and strong. What a support system we have in our chapter.

Author Brian G. Dyson says, "Imagine life as a game in which you are juggling some five balls in the air. You name them - work, family, health, friends and spirit - and you're keeping all of these in the air.

You will soon understand that work is a rubber ball. If you drop it, it will bounce back. But the other four balls - family, health, friends and spirit - are made of glass. If you drop one of these, they will be irrevocably scuffed, marked, nicked, damaged or even shattered. They will never be the same. You must understand that and strive for balance in your life."

Don't Ignore them!

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consult a resume writer. You'd never wrap a ruby ring in old newspaper, and you should never present your career with anything less than professional polish.

• Brush up your interview skills.

If you have been on the job for a couple of years, your interview skills are probably rusty. Don't make the mistake of blowing off the first few interviews as practice. They might be the perfect jobs for you!

You'll feel much more confident and comfortable if your interview skills are honed before you step into the first interview. To determine your current level of interview expertise, answer the following questions:

- Do you know the toughest interview questions-and how to answer them?

- Can you answer the salary question without compromising the level of starting salary at offer time?
- Can you recognize the most common interview styles-and respond without showing stress?

If you aren't sure, then it may be time to visit with a career coach who can help you prepare to WOW them in every interview.

Job dissatisfaction is an indication of needed change. Take the steps of change by investing in the appropriate job-search skills and tools, and you will be in a position to change your job-and your life-for the better.

*Deborah Walker, CCMC
Resume Writer ~ Career Coach
To see resume samples and read more
job-search tips visit
www.AlphaAdvantage.com
Email: Deb@AlphaAdvantage.com*



National Website:
<http://www.womcom.org>

Lubbock Website:
<http://www.awclubbock.org>

Coming in
Oct. 20-22, 2005:

**AWC National
Professional
Conference in
Lubbock, Texas**

AWC Chapter Meetings:

1st Tuesday

First Tuesday of each month,
Noon, Lubbock Women's Club:
Board members meet to discuss chapter business.

2nd Tuesday

Second Tuesday of each month,
Noon, Lubbock Women's Club:
All chapter members meet for monthly program.

3rd Tuesday

Third Tuesday of each month,
5:30ish, somewhere in town:
All chapter members are invited for a social networking time.