



SkillUp: Tips for 2023 Career Planning

In this session, Winnie da Silva and Abby Auerbach discussed how to assess 2022 in order to create appropriate goals for 2023. Below, we included topline tips and takeaways on how to develop and act on goals and strategies for a successful new year.

- **Set the Stage**
 - Set aside and schedule specific time to do this work. Create an environment to enable thinking and reflection.
 - *Tips*
 - *Turn off email, and screens. Although sometimes looking through your calendar or even your email can help you “Looking Back”.*
 - *Paper and pen can facilitate a more thoughtful and creative experience.*

- **Look Back & Reflect**
 - What are you most proud of accomplishing this year? Why?
 - What was difficult? How did you overcome these difficulties? What did you learn?
 - At work, what did you most enjoy doing in 2022 and why? At work, what did you least enjoy doing in 2022 and why?
 - If you could do what you **really** wanted in 2023 what would that be? Provide details!
 - *Tips*
 - *Be honest with yourself, no one is looking but you.*
 - *Look for times when things were difficult, but you learned something.*
 - *Expect to learn something new.*

- **Identify Career Goals**
 - What career goals would you like to set for 2023?
 - Identify and align the habits you need to achieve these goals.
 - What help will you need from others?
 - Name any barriers that could get in the way. How could you overcome them?
 - *Tips*
 - *Breakdown HOW you will achieve your goal.*
 - *No matter your goal, incorporate people: keeping up your community or network, developing new ones, setting up peer support or coaching groups, etc.*

- **Refresh Your Mindset**
 - Describe the mindsets (ways of thinking, stories you tell yourself) that propelled you forward and the ones that held you back last year.
 - Which do you want to keep, which are you ready to shed?
 - Write down in detail the mindsets you will need to tackle your 2023 goals and habits.
 - *Mindset Examples*
 - *I ALWAYS have choices.*
 - *I will approach changes, barriers, diversions, and disappointments with curiosity and as opportunities to grow and learn.*
 - *I'm not alone, people want to and will help me.*

- **Approaching Your Boss**
 - You're ready to talk to your boss about upcoming career opportunities for 2023.
 - Frame your ask like a business case: what are the business benefits of promoting you?
 - What does your boss care about most (seen as strategic, making money, liked by everyone, etc.)? When you can, link what you want to what they want.
 - Provide details on what you want to do, why and the benefits it will bring.
 - Anticipate questions and concerns. If you don't know the answer, be comfortable saying you'd like to give it some more thought and have another conversation.
 - Plan to embed career conversations into one-on-ones with your boss on a quarterly basis. Get feedback. Make and track progress. Start building the case for your next career opportunity pitch.

Book Recommendations

- [Designing Your Life: How to Build a Well-Lived, Joyful Life](#)
- [Working Identity: Unconventional Strategies for Reinventing Your Career](#)
- [Essentialism](#)
- [The Big Leap: Conquer Your Hidden Fear and Take Life to the Next Level](#)
- [Life is in the Transitions: Mastering Change at Any Age](#)

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