

A Sample Chapter from the Book

[Discover Your Authentic Career Fit](#)

A Step-by-Step Guide to Identifying the Right Career Path for You

Written by Maret McCoy, Executive Coach

Helping Professional Women Land their Dream Job!

www.MaretMcCoy.com

CHAPTER FOUR

OVERCOME YOUR FEAR OF CAREER CHANGE

Unleash the Power Within!

Are you afraid to change careers or change jobs within your field? If so, you are not alone! Just about everyone who embarks on career change experiences fear and anxiety at some point during the process.

Any big change we face in life will bring a whole host of fears to the surface. And, fear can be a good thing. Really! It means you're moving towards something big. It means you're on the cusp of exciting new changes in your life. This chapter shows you how to effectively manage fear so it doesn't become so powerful that it controls you and your decisions.

Every woman I've ever helped make a career change had at least one significant fear to grapple with throughout the process. Common fears amongst women in career transition include:

- Fear of Failure
- Fear of Rejection
- Fear of Success
- Fear of Scarcity

For example, let's look at Kate's story. Kate is a nonprofit manager in Boston. She was fearful of not finding a job that paid as much as her current position. This fear was preventing her from even taking baby steps with her job search. When we identified the fear – fear of scarcity – she was able to see that it wasn't based in any fact.

She had actually been offered other jobs in the past year at a rate higher than her current salary. Also, in that coaching session, she realized that even if she receives a job offer in her new field that doesn't meet her salary requirements;

she is free to turn that offer down and keep looking. These realizations allowed her to overcome the procrastination her fear was creating.

As you can see, successfully managing your career transition requires effective fear management. At some point during your career transition, you're going to have to give yourself a psychological wake up call to deconstruct and dismantle your fears. This involves naming your fears for what they are and shining a light on them to force them out of the shadows.

In the coaching profession, we have a name for these fear monsters. We call them gremlins. This term comes from the book Taming Your Gremlin by Richard David Carson. Gremlins are the self-sabotaging voices of your inner critic.

Changing careers can feel overwhelming. The key is to take it just one baby step at a time. The very first step is to simply explore. Exploring your career options doesn't risk anything. It also doesn't cost anything or hurt anyone. And, who knows, it may just free your soul!

To help you overcome your fear of job change, I lay out five specific strategies in this chapter. These strategies are:

- Don't Talk Yourself Out of It
- Fill In the Blanks
- Don't Worry About Disappointing Others
- Derail the Worry Train
- See the Consequences of *Not* Changing

I address the issue of fear early on in this book because in order to make a successful career change, you have to effectively manage your fears. If you don't get your fears under control, they will eventually completely stall your progress. So let's review each of the five strategies to help you overcome your fear of career change.

STRATEGY ONE: DON'T TALK YOURSELF OUT OF IT

I have heard too many smart and savvy women talk themselves out of making a career change that would be good for them. Their inner dialogue of negative self-talk is so strong it prevents them from making positive changes. They drown themselves in the “what ifs” and the “yeah, buts.”

See if any of the following language sounds familiar to you.

The “What Ifs”

- *What if* the new job turns out to be worse than my current position?
- *What if* I don't make as much money in my new job?
- *What if* my partner doesn't support me in making a career change?
- *What if* I don't click with my new manager?
- *What if* my parents don't like it?
- *What if* my friends aren't impressed with my new career choice?

The “Yeah, Buts”

- I could look into changing careers, *but* I don't know where to start.
- I could transition into an exciting career, *but* I have no idea what I want to do.
- I could apply for that interesting job, *but* I'll probably be rejected.
- I could get started with just one simple action step, *but* I feel so overwhelmed I can't bring myself to begin the process.
- I could change jobs, *but* I'd lose my seniority and be forced to start from zero building up my reputation.

Do any of these sound familiar? Have you felt overwhelmed by the “what ifs” and the “yeah, buts?”

The following is an example of how the fear gremlins are very skilled at using the “what ifs” and the “yeah, buts” to talk you out of creating career change:

Picture a smart, successful professional woman lying in bed on a Monday morning. Her inner dialogue goes like this:

“Ugh! I don’t want to get out of bed. I can’t stand my job. I don’t enjoy the work anymore. I don’t even like the people any more. I feel totally stuck. I wish I had a job that inspired me and made me feel good about myself.

I could look into changing careers but I’m just not sure where to begin. I could start with doing some internet research. Or, I could get that book someone recommended. What is the title again? Maybe I should sign up for a class. But I don’t know what direction I really want to go in. Oh, forget it!

Besides, I’ve got a ton of things to do today and not enough time to do them. Ahhh! Ok, here we go - time for another mind-numbing work week.”

Does this negative inner dialogue sound familiar to you? I hear similar lines of thinking from my clients all the time. As you can see, you have some pretty big reasons to explore your career options. Not the least of which is your sanity and personal health!

Don’t let your fears and the “yeah buts” and “what ifs” have all the power. If you dislike your job, you are certainly not alone. It doesn’t make you a bad person and you do not have to suffer in silence. You can take proactive action today to move you towards your goals. Let’s move on to strategy number two: Fill In the Blanks.

STRATEGY TWO: FILL IN THE BLANKS

The next step in overcoming your fear of career change is “filling in the blanks.”

Chances are you have a lot of questions about the new career you’re interested in. There are probably a lot of aspects to it that seem like a mystery simply

because you haven't done it before. Most likely you feel as though there are a lot of blanks that need to be filled in.

Unfortunately, a lot of women let this lack of information completely stop them. They are aware they have questions and concerns, but they haven't taken the time to identify and write down the specific things they want to know. Sometimes, they aren't even sure how to articulate what they want to know.

I help women in this situation get clear on what blanks need to be filled in so they can move forward. I help them brainstorm the specific set of questions they need answered.

For example, you may want to know information such as:

- What do people in this line of work do on a day to day basis?
- What is an "average" day like? What is a "non-average" day like?
- What is the market demand for this profession?
- What additional training would I need to transition into this career?
- What is the salary range for this profession?

Years ago, when I was considering becoming a coach, I had many similar questions. The field sounded fabulous to me and I felt very drawn to it. But, I didn't have enough information to decide if it was what I wanted to do or if I would be any good at it.

So, I made a list of all the things I wanted to know. For example:

- What are the good coach training organizations?
- What coaching specialties are out there and which one(s) would I be interested in?
- What does a typical "day in the life" of a coach look like?
- How do coaches promote themselves and get clients?
- What equipment is necessary to set up a coaching office?

Now that I had this list of written questions I knew what I wanted to know. The next step was to figure out how I was going to get these questions answered. I made a list of all the coaches I knew and then started calling them.

I conducted about ten informational interviews. Each coach gave me their unique perspective. Additionally, each coach gave me information about aspects of the field that I didn't even know to ask about. They also gave me recommendations for additional resources to look into and more people to talk with.

And, most importantly, each person was more than happy to talk with me. This is so important for you to realize. Most people are very generous with their time and will gladly talk with you and answer your questions. You do not need to feel hesitant to ask because most people are very willing to help.

Of course, informational interview aren't the only way to get your questions answered. Here are some other resources to explore:

- Professional Associations
- Trade Journals
- Books on the Industry
- Universities and Training Organizations

Filling in the blanks is a powerful step that will help you overcome your fear of career change. Once you get your questions answered, you'll be empowered to know whether it is the right career for you. Or, at least you will have enough information to move on to the next step.

So for now, your immediate next baby step is to schedule an appointment with yourself to identify the questions you need answered about the career options you are considering.

To learn how to conduct informational interviews, see my resource guide titled: *The Professional Women's Guide to Conducting Informational Interviews*. In this guide, I review everything you need to know, including sample questions and instructions on how to politely and effectively follow up with your new contacts.

STRATEGY THREE: GET OVER YOUR FEAR OF DISAPPOINTING OTHERS

The fear of disappointing others can be very powerful. In fact, many women let it completely paralyze them. For the woman in career transition, this common fear tends to manifest itself in one of two ways:

- Fear of Disappointing Your Current Boss
- Fear of Disappointing a Potential Future Boss

Let's tackle each of these fears one by one.

Fear of Disappointing Your Current Boss

A lot of women are concerned about letting their current boss down. Even though they may be unhappy in their job, they still don't want to hurt their manager's feelings by moving on. Feeling this way is of course completely human, especially if you have a particularly close relationship with your supervisor.

For many employees, the workplace provides a surrogate family structure. Managers take on an almost parental role. So, as a natural consequence, some workers feel reluctant to leave their jobs because they do not want to disrupt this family dynamic.

However, you do need to put yourself and your needs first. You wouldn't expect other people to base their major career decisions on how *you* feel, would you? You work at the pleasure of your employer. You could be let go at any time for any reason. Do you want to choose a lifetime of career dissatisfaction because you want to avoid potentially hurting someone else's feelings?

It is natural to feel that you don't want to let your manager down. However, you are not responsible for her feelings. Also, there are ways to break the news to her gently and make the transition as easy as possible on her. What's more, a lot of times when my clients give notice to their manager that they are moving on, something very interesting happens. The boss reveals she is also planning her exit strategy! The same thing often happens with her colleagues, who start

coming out of the woodwork to confidentially tell her they are looking for a new job too.

In addition to the fear of letting a boss down, many women are also reluctant to leave a job because they don't want to feel as though they're letting their colleagues down. Many women become very close with their co-workers and view them as part of their extended family.

Sometimes these feelings of closeness cause women to make career decisions based on how they think they'll be perceived by their colleagues. They subconsciously hold themselves back in their career because they do not want to feel as though they're betraying their workplace family. An extreme example of this is when one of my clients told me she didn't want to receive a salary increase because she didn't want to make her co-workers feel bad by making more money than them.

As you consider leaving your present position, a lot of emotionally charged questions may be swirling around your head, such as:

- Will my relationship with my boss end if I change jobs?
- Will I completely lose touch with my co-workers?
- Am I going to make new friends at my new office?
- Will I receive the social support I need at my new job?

Of course, you can still maintain the relationships you have with your current co-workers after you move on. In fact, in many cases these friendships will be enriched and deepened after you no longer work together. You'll find you can discuss things you couldn't when you were direct colleagues.

With a little bit of effort, you won't lose these important relationships. And actually, you'll gain an extended network of professional friends and colleagues to support you as you move forward in your career.

Some specific strategies you can use to maintain relationships with former managers and co-workers are:

- Send periodic emails to your professional network with warm greetings and updates on your professional and personal life

- Arrange a monthly happy hour to reunite friends and deepen relationships
- Use the online professional networking website LinkedIn. For example, see my profile at www.linkedin.com/in/maretmccoy.

Power Activity: Self-Assessment

I've laid out some of the reasons you may be feeling reluctant to move on from your current job. This probably helped you discover resistance you didn't even know you had.

If you're feeling conflicted about leaving your current job, identify the real things that are bothering you. What's making you uncomfortable with the notion of moving on?

Here are the specific fears we've discussed:

- Fear of losing touch with the boss
- Fear of losing touch with co-workers
- Fear of disappointing the boss
- Fear of hurting co-workers' feelings
- Fear of not making friends at the new workplace
- Fear of not receiving adequate social support at the new office

Now, take a few moments for some self-introspection. What makes you feel uncomfortable about changing jobs?

1)

2)

3)

What will you miss most about your current job?

1)

2)

3)

Now that you've completed that self-inquiry, what do you make of your results? Are these surmountable challenges?

Chances are, now that you've actually identified your fears, you realize they can easily be remedied. Now that the challenges are clearly defined, you can take proactive steps to address each one and free yourself up for the true career fulfillment you deserve.

As stated above, there are specific things you can do to leave your job in the best way possible with minimal disruption to your team. It is possible to make this a win/win situation for everyone involved. For step-by-step instructions on how to exit your current job gracefully, see my book *Land Your Dream Job*.

Fear of Disappointing a Potential Future Boss

Many women are reluctant to apply to a job or go on a job interview if they are not 100% sure they want the position. They don't want to risk disappointing anyone along the way.

But how can you know if you really want the job without going on the interview, meeting the team and fully assessing the opportunity? Of course, you cannot.

Many women are panicked at the prospect of turning down a job. They don't want to hurt anyone's feelings. I am here to tell you: It *is* ok to turn down an offer. You are not beholden to accept a position by virtue of the fact that you interviewed for it.

If you turn down an offer, the hiring manager will understand that it was simply a business decision on your part and not a personal insult. In fact, the hiring manager doesn't want you to accept the job if it is not right for you.

It is a big risk for a manager to take on a new employee and it's certainly in their best interest for it to be a good match for all parties involved. The last thing they

want is for you to accept a job you have misgivings about, only to leave a few short months later.

It reminds me of an Oprah show in which a recently divorced woman revealed that on her wedding day, while walking down the aisle, she said to herself: “Well, I guess it’s too late now.” (The Oprah Winfrey Show, “How Happy Are You?” May 2007) She didn’t want to hurt her future husband’s feelings by turning down his marriage proposal. She stayed in that unhappy marriage for over thirty-seven years! Her entire life would have been different if she hadn’t based such an important decision on the fear of disappointing others.

Please don’t fall into this trap. Stay true to yourself – as a result your career will be that much more satisfying. Have the courage to make your long-term personal happiness a priority!

STRATEGY FOUR: DERAIL THE WORRY TRAIN

Most of us are familiar with the “worry train.” You are on this train of thought when your mind is racing uncontrollably with fears and anxieties. These worries create an endless chatter of negative self-talk that can seem impossible to tame.

To slow down your worry train and get you on the right track, ask yourself the following powerful questions:

- What am I afraid of?
- What’s the worst that can happen?

When you name your fears and see them for what they truly are - merely roadblocks you can circumnavigate - they lose power over you. A lot of times when we name our fears out loud they seem silly and the strangle hold they once had on us evaporates in an instant. It literally zaps all the energy right out of that fear monster. So take some time to get real with yourself and identify your fears. You’ll find that once you define your fears, you’ll be able to create proactive solutions to reduce anxiety and move forward with finding the right career for you.

For example one of my clients, Linda a communications director in Phoenix, was invited to sit on a board of directors of a charitable organization in her community. It was a great networking and professional development opportunity for her. However, her self-sabotaging voices said things like:

“Don’t sit on that board. You don’t know what you’re talking about. Everyone else on that board is so much more knowledgeable than you. The chairperson of the board is five years older than you and she wears glasses. She looks very serious. You couldn’t possibly be as competent as she is.”

Linda knew the eye glasses comment was ridiculous but her gremlins had her convinced it was true! When she actually said it out loud, she realized how unfounded these fears really were. Linda realized she actually did have a lot to offer the organization and agreed to join the board after all.

Remember, fear gremlins are about the “not enough’s.” They tell us we’re not good enough, smart enough, strong enough, fast enough, etc. As a result, our inner critic takes us down a “fear spiral” - which is indeed a very unproductive place to go.

For example, one of my friends was considering applying for a new job when her own personal “worry train” starting whirring down its detrimental track. She was reluctant to apply because she was convinced her application would not be favorably received. As she explained her anxieties to her husband, he had the best reply. He said, “I know you haven’t even applied to this position yet, but why don’t you call the company and let them know it’s just not going to work out.”

He was making a spoof on that hilarious movie from the 90’s called “Swingers.” If you’ve seen the movie, you may remember the scene in which one of the main characters calls a woman he met the night before to ask her out. He leaves her a series of voice mails expressing his interest in seeing her again. But with each message, his fears grow in intensity until a full-on “fear spiral” takes hold. By the end of a chain of increasingly neurotic messages, he hangs up after stating: “You know what. I’m actually not ready for a relationship. I’m sorry. It’s just not going to work out.” ([Swingers](#), Jon Favreau)

For someone contemplating career change, it can be easy to let the gremlins lead you down your own “fear spiral.” For example, here is a common inner-dialogue I’ve heard from many women:

“I’d really like to apply for that interesting job. However, when I think about writing the cover letter I convince myself I’m not really qualified. What experience do I have that they would be interested in? Why would they even call me for an interview? And, if I did go on the interview, I’d probably just make a fool of myself anyway. Oh, forget it!”

The problem here is women tend to play out the entire scene in their head. Just like my friend in the above example, they write the entire script before the story even begins – being sure to construct an unhappy ending.

Do not engage in the fruitless exercise of trying to predict the future. The truth of the matter is you do not know how things will turn out. Maybe things will work out just as you’d like. On the other hand, perhaps they won’t. Either way, you owe it to yourself to at least try.

To ensure your gremlins don’t take you down your own personal “worry train” – I offer you the following brief exercise.

Power Activity: Identify Your Career Change Fears

I invite you to get very clear on your career change fears. Right now, take thirty seconds to brainstorm your fears. Be completely honest and don’t hold anything back. This is for your eyes only so there is no need to censor yourself.

Career Change Fear One:

Career Change Fear Two:

Career Change Fear Three:

Good job! Bravo for getting those fears out of your head and down on paper. Now, take an additional 30 seconds (really, that's all it takes) to brainstorm a counter argument for each of the above gremlins. For example, in the "eye glasses" story I shared earlier in this chapter, Linda realized she did have a lot of knowledge and expertise to offer by sitting on that charitable board of directors.

For each of the fears you just identified, craft your counter argument by asking yourself: What's the worst that can happen?

Counter Argument to Fear One:

Counter Argument to Fear Two:

Counter Argument to Fear Three:

STRATEGY FIVE: SEE THE CONSEQUENCES OF *NOT* CHANGING

Remember that old Dunkin Donuts commercial from the 80's? I'm referring to the one with the weary donut-maker who begrudgingly gets up at the crack of dawn each morning to go to work. As he reluctantly shuffles down the hall to get ready, he wearily mumbles: "Time to make the donuts..."

Do you ever feel this way on a workday morning? Many women feel exactly like this as they make their way to a job they hate. One client even described it as feeling like "doing time in prison."

Even though the pain of their current career situation is so intense, many women do not take action to make their lives better. Even though things are so bad, they stay in the same negative situation. It is important to note that doing nothing is still a proactive decision. By doing nothing, you are actively keeping yourself in a negative situation.

There are lots of reasons why women stay in less than desirable careers. I've outlined some of these reasons in this chapter. And, indeed, sometimes it is better to stay where you are at. However, many times it is not. To help you

know the difference, consider the following powerful question:

When I say “No” to job change, what am I saying “Yes” to?

There are always trade offs in life, right? When you choose to stay in a career that is not right for you, you’re actively choosing the negative consequences that go along with that decision. For example, you may be saying “Yes” to:

- An uninspiring career
- A boring professional life
- A mediocre daily existence

Change can feel scary, but you must also see with sober eyes the pain of *not* changing. There are costs of not changing, and many times, those costs are quite steep.

So again, I invite you to ask yourself:

When I say “No” to job change, what am I saying “Yes” to?

Some follow-up questions to consider are:

- What are the risks of staying in my current job?
- If I do nothing with my career and stay here, what will happen?
- If I do nothing with my career and stay here, what *won't* happen?

Indeed, your fears can help you identify the valid concerns you have about making a change. Whenever you create change in your life, big or small, you will have concerns that need to be addressed. This is a completely natural part of the process. The key is to understand your concerns and distinguish the valid reservations from the unfounded anxieties. Appreciating the consequences and pitfalls of *not* changing will help you plan your future from a position of power rather than from a place of fear.

FINAL THOUGHTS ON FEAR

Use these five specific strategies to help you overcome your fear of career change. This process has broad applicability and can be used to help you achieve other big goals in your life as well.

Again, the five strategies are:

- Don't Talk Yourself Out of It
- Fill In the Blanks
- Don't Worry About Disappointing Others
- Derail the Worry Train
- See the Consequences of *Not* Changing

Here are the highlights from each strategy:

Strategy One: Don't Talk Yourself Out of It

- Make your career and personal fulfillment a priority
- Don't let the "what ifs" and the "yeah, buts" prevent you from taking proactive action towards your goals

Strategy Two: Fill In the Blanks

- Make a list of all the things you'd like to know about the new career you're interested in
- Conduct research to get these questions answered

Strategy Three: Don't Worry About Disappointing Others

- Make your long-term personal happiness a priority
 - Ask yourself

- What makes you feel uncomfortable about changing jobs?
- What will you miss most about your current job?

Strategy Four: Derail the Worry Train

- Identify your top three career change fears
 - Ask yourself: What am I afraid of?
- Create counter arguments for each of these fears
 - Ask yourself: What's the worst that can happen?

Strategy Five: See the Consequences of *Not* Changing

- Ask yourself
 - When I say “No” to job change, what am I saying “Yes” to?

Please remember, it is absolutely natural to feel fear. You are not alone in being afraid. All professional women feel fear at certain times throughout their career. Give yourself permission to feel these feelings. But don't let the fears stop you from being your best self and meeting your full potential.

Consider this quote from Eleanor Roosevelt:

“You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do.” ([Eleanor Roosevelt As I Knew Her](#), Mollie Somerville)

Don't relegate yourself to a lifetime of career misery simply because you're afraid of taking the next step. Implement the strategies outlined in this chapter and change your life for the better!

Now let's move on to the next chapter in which I discuss identifying your personal priorities.

THE FULL-LENGTH BOOK

[Discover Your Authentic Career Fit](#)

*A Step-by-Step Guide to Identifying
the Right Career Path for You*

Written specifically for professional women, this 200-page guide will help you define your authentic career fit!

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Designed specifically for professional women, this one-on-one coaching program will get you on the path to true career fulfillment. Through a series of twelve private telephone coaching sessions we identify your greatest skills and talents, work style preferences and the other elements of career satisfaction essential to you.

Together, we define a career direction that plays to your strengths and passions and meets your personal needs. You will obtain the clarity, focus, direction and support to discover your ideal career fit!

To Get Started

Contact Maret to schedule a complimentary introductory consultation. During this 20-minute telephone call you and Maret will discuss your current needs and she'll answer any questions you may have about the program.

[Click here](#) to schedule your complimentary consultation or send an email to Maret@MaretMcCoy.com.

To Learn More

To learn more about Maret and to access other professional development articles and resources for women, visit www.MaretMcCoy.com.

ABOUT THE AUTHOR



Maret McCoy, Executive Coach for Women

Helping Professional Women Land their Dream Job!

Maret founded her coaching practice on the belief that every woman has a unique combination of skills and talents that can be focused toward their ideal career fit. She is dedicated to helping women discover a fulfilling career path in harmony with their greatest strengths and passions. Her work as a professional coach, author and speaker has resulted in her national recognition as an expert in personal and career success.

Maret has coached hundreds of professional women from a wide variety of backgrounds including law, finance, technology, communications, academe, health care, marketing and engineering. She has coached an attorney at The White House who said: “Maret is a cut-above in the coaching profession. I highly recommend her services to others who want to achieve results now!”

Maret’s diverse professional background – having worked in the private, government and nonprofit sectors – provides her with a depth and breadth of career experience that she freely shares with her coaching clients. Her education includes a Master’s degree in Public Policy and a Bachelor’s degree in Economics as well as coach training credentials.

She loves being a coach and thrives on helping women achieve true career and personal satisfaction. Her role as an executive coach and businesswoman is in perfect alignment with her greatest strengths and passions.

However, it was not always this way. Maret has suffered through more than one job in which she felt like a “square peg in a round hole.” She understands what its like to work in a job that makes you miserable.

Even though Maret held some very interesting and rewarding jobs before going into coaching, she never felt like she was working in her career sweet spot. “I would see people interviewed on TV who would say: ‘I love my job. I can’t believe I get paid for this!’ I thought I would never be one of those people. I assumed work had to be difficult.” Then, she discovered the field of professional coaching and knew that was exactly what she wanted to do.

In 2001, she completed her coach training and launched her own business. Now she truly works in her career sweet spot and is dedicated to helping other women find the same level of professional fulfillment. Working in her authentic career fit has allowed Maret to live in her dream location. She lives on the beautiful island of Maui in the Hawaiian islands.

Click here to review her [Discover Your Authentic Career Fit Program for Women](#).

Maret can be reached directly at Maret@MaretMcCoy.com.

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