

Mistakes to Avoid in Your Career

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

57m

Estimated study time

57m 38s

Instructor

Trevor Kasmar

Introduction

1 Being intentional

Not Investing in Yourself

2 Incorrectly focusing your mindset

How we view a situation or a person can influence how much time and energy we are willing to invest.

3 Lacking self-awareness

What is it like to be on the other side of you?

4 Creating toxic cultures

Are you contributing towards the creation of a healthy culture or undermining it?

Not Driving Your Career

5 Not taking charge of your career

Intentionally take the helm of your career instead of drifting aimlessly in the sea of life.

6 Not learning your motivators

Uncovering what drives people at a deeper level leads to greater fulfillment, engagement, and outcomes.

- 7** Forgetting to manage up
In order to get ahead in your career, make it easier for the people you report to.

Getting Sidetracked

- 8** Failing to prioritize
When we fail to set priorities, we are telling ourselves everything is of equal value.
- 9** Taking the path of least resistance
Many people prefer to take the path of least resistance and won't spend the time to learn how to solve issues on their own if you are always giving them the quick solution.
- 10** Focusing on wishes, not goals
In order to align ourselves and others to achieve results, we must create an endpoint to drive towards.
- 11** Managing your time poorly
The power of multi-tasking is a proven myth, reducing quality and increasing time to completion.
- 12** Not removing distractions
Far too often we are the ones interrupting ourselves with a million thoughts, to do's and reminders floating around in our heads.

People Pleasing

- 13** Being friendly, but inconsistent
A common career mistake is striving to be liked, creating inconsistent rules and refraining from challenging others.
- 14** Saying yes too frequently
Many people fall into the trap of taking on too much, burning themselves out in the process.

The Communication Illusion

- 15** Communicating unclearly
George Bernard Shaw said, "The biggest problem with communication is the illusion it has taken place." After watching this lesson, you'll be able to apply a methodology for actively listening and speaking to assure understanding.

16 **Not building trust**
Trust is the foundation of every relationship but it can be hard to earn and easy to lose.

17 **Avoiding conflict**
While some jump head first into a good debate, others run from disagreements.

18 **Avoiding feedback**
How we communicate candid information, meant to improve a situation, can determine whether it is utilized.

Conclusion

19 **Final advice**
I hope you enjoyed this course.

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