

20 things you can do to help your career

Are you ready for a career change or starting your job search? These 20 simple yet effective steps will help you strengthen your personal brand, expand your network, and re-energise your career – each in under five minutes!

1. Google yourself

Search your name (in quotes) on Google to see what appears. Ideally, your LinkedIn profile or professional mentions should be front and centre.

2. List potential employers

Research top companies in your target industry. Create a list of those that catch your interest to guide future research, networking, and job tracking.

3. Reconnect with your network

Send quick emails to former colleagues or classmates you haven't spoken to in a while. Space out your messages to manage responses more easily.

4. Share a professional update

Email close contacts with a brief professional update, adding a personal touch. Invite them to share what's new in their lives or let them know how you can help them.

5. Update your LinkedIn photo

Replace outdated LinkedIn photos with a fresh, professional headshot. Keep it simple – no selfies, sunglasses, or group shots. Dress for the job you want.

6. Track LinkedIn profile views

Check how many people have visited your LinkedIn profile. Use this as a baseline, then revisit after making profile updates to track your progress.

7. Try a new social platform

Experiment with a social network you're unfamiliar with. Spend a few minutes exploring its features and following influential professionals.

8. Build a business book list

Ask for book recommendations on topics that interest you. Compile the list and share it with those who contributed as a thoughtful thank-you.



9. Plan career development events

Create a wish list of conferences, training sessions, or events you'd like to attend. Research dates and costs, and consider asking your employer for sponsorship.

10. Invest in your hobby

Make time for activities you love. Scheduling hobbies can boost your creativity and reduce stress.

11. Order personal business cards

Personal business cards are a convenient way to share contact information. Include your email, phone number, and LinkedIn profile for easy connections.

12. Research salaries

Find out what professionals in your field are earning. Use salary calculators or connect with local recruiters for insights.

13. Declutter your workspace

Organise your desk to feel more productive. Break the task into manageable chunks: set up online files, toss outdated materials, and digitise important documents.

14. Manage your inbox

Declutter your email by creating a job-search-specific account or setting up filters. A streamlined inbox saves time and reduces stress.

15. Master your schedule

Add career-focused activities to your calendar. Block time for networking, skill-building, or coffee meetings to stay consistent.

16. Compile positive feedback

Collect testimonials and performance appraisals into a "brag file." Save them online for easy access when you need to highlight your achievements.

17. Make a networking bucket list

Identify industry experts, alumni, or community leaders you'd like to meet. Take actionable steps to connect with them.

18. Create a vision board

Use Pinterest or similar tools to design a vision board that represents your career goals. Print it out for daily inspiration.

19. Enhance your email signature

Upgrade your email signature with your LinkedIn link, phone number, and a professional tagline.

20. Improve your online presence

If your best online mentions aren't appearing at the top of a Google search, work on boosting visibility with consistent, relevant updates across platforms.

Take action today

Your career growth doesn't need to be overwhelming. These quick actions can make a significant impact, one small step at a time. Which one will you try first?

