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**Using Career Enhancement Tools To Become More Successful In Business**

**By Joyce Jackson**

Every career can use a boost from time to time. Salaries can increase and job outlooks look better

when career enhancement tools are used to benefit the person who needs several things working in their favor in the workplace. Career enhancement tools vary but one thing is clear and that's the success you can realize by using career enhancement tools.

There are many career enhancement tools you can use to help you become more successful in your job or self guided business. Home business owners often use these tools too. Take a look at the list below and see which tools for career enhancement will help you most.

- The Occupational Outlook Handbook which is placed online by the US Bureau of Labor offers career guidance in many different areas. You can find out salary reports as well as educational requirements for certain careers and the general outlook for certain careers.
- Aptitude tests are wonderful job enhancement tools for employers and help employers determine who is suited for certain positions within a company.
- How-to books are great tools career minded individuals will use from time to time. These books include everything from financial guides to skill training in many different areas.
- Books on particular careers which offer real life biographies and case studies are also great in enhancing careers. Individuals use these studies and life stories to relate their experiences on the job with others who have been there and done that!
- Video media is a great way to train and enhance careers of multiple individuals and proves very successful for the training in larger call centers and facilities which train numerous employees.
- Books such as Jeffery Gitomer's Little Red Book of Selling and Dale Carnegie's Lifetime Plan for Success which includes How to Win Friends and Influence People are both great career enhancement tools for people who want to get ahead in their workplace.

## Using Career Enhancement Tools To Become More Successful In Business

- Going to see live speakers such as the speakers seen at sales conferences can greatly enhance career opportunities. Speakers trained to help you generate sales or build self esteem are highly productive in helping career minded individuals get ahead in their respective careers.
- Listening to self–empowerment tapes and CDs can greatly boost your job productivity.
- Attending on–the–job training classes as well as technical classes to help you cross train in many different aspects of your work place is great too.
- Being well informed is one of the greatest things you can do for yourself and being a cross–trained employee is one of the best ways to enhance your career through salary increases and better career opportunities.
- Talk to others in your field. Put yourself in the company of others who are not only successful but

know they are successful. In doing so, you'll learn how they are able to be a success and you'll have the opportunity to rub shoulders with people in your industry who can offer you some sound advice when you need it which can certainly enhance your career!

How to become more successful in business is determined by what you are able to do to self empower yourself in your career choices and career training. You have to know not only how to empower yourself but you also need to know where to find the career enhancement tools to give you the competitive edge.

Locating classes, training and other tools is very simple using the keyword search feature on AOL as well as Google searches. You'll find the difficult part of finding tools to enhance your career is not in finding the career enhancement tools but in being dedicated enough to do something with them once you locate the tools to give you a career boost!

Joyce Jackson is a career enhancement expert and licensed architect and consults regularly with professionals to advance their careers. See her extensive tips at

<http://careerenhanceonline.com>

### **Career Enhancement Tools For Stress Management**

**By Joyce Jackson**

#### Career Enhancement Tools

No matter what your career, you will periodically face stressful situations from time to time. Handling stress in the workplace is challenging. Those that manage it well will be top candidates for career advancement.

## Using Career Enhancement Tools To Become More Successful In Business

Stress management requires skills and techniques. These are learned over time in a work environment or through career enhancement courses.

The first effective step in stress management is to "carve" away at it a little at a time. Solving stress issues with a "rip the bandaid off" approach more often than not creates even more stress. Take a step-at-a-time approach to solving the issue.

Second, most stress at the office starts at home. Take a look at your personal life. If you can narrow down the issues there as to what is causing the stress you can then begin to work it out slowly. Once things are running better at home they will be better in your work arena, too.

Third, your job and career can be a stressful one. If it is, decide either how you can handle the stress better or think of changing careers. You may need outside help with this decision and this is where a lot of other career enhancement tools come in to play: by providing help and information for this type of decision.

It's also important to know many people experience severe stress in their careers. You are not alone. Career-minded individuals who are focused on success tend to stick with their jobs over the long haul. In order to advance and prove your value when the next round of promotions come, you must be able to deal with stress effectively.

Finally, a few quick tools to help with stress:

### 1. Avoid Stress

Stay focused on your work. Exceed expectations by demanding excellence from yourself even if no one else does.

### 2. Be Organized

Keep a day planner and use it!

### 3. Talk Less

Professionals focus on doing their work. Gossip creates stress. Playing "he said she said" is not only tacky but dangerous. Gossip will cause stress.

These little tools will help while you look for larger and better solutions in handling stress on your way

to career advancement. There is also career enhancement information for your use at Career Enhancement Basics.

Joyce Jackson has spent 30 years in the career enhancement field as a consultant and expert. Her extensive experience and advice is available on her blog at Career Enhancement Basics.

<http://careerenhance.blogspot.com>



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