

## **IS PROCRASTINATION KILLING YOUR CAREER?**

By Sue Montgomery, CPRW / IJCTC

Procrastination. It's almost an American tradition. If you are like most of us, you put off doing many of the things you should until they are critical issues, even emergencies. When it comes to managing your career, procrastination can stop it dead in its tracks.

On Wednesday, a client who was scheduled to have his résumé completed in two weeks called to say he needed it in two days. He had an excellent opportunity, but to take advantage of it, he **MUST** have his résumé by Friday. Of course, this wonderful opportunity didn't just fall from the sky. He had been talking to a contact in that company for several months. Now the guy had called to say he had made the right connections and the interview was scheduled for Friday. The need for a résumé was immediate. Unfortunately, the completion of his résumé was not. If he had planned ahead and arranged to have his résumé prepared when he first began thinking about changing jobs, he would have been ready. Instead, he became a victim of procrastination.

Last week, another gentleman retained Résumé Plus to create a new résumé and cover letter that would help him make a dramatic career change. His friend worked for a company that was recruiting for computer technicians, a career that intrigued him. He said that he had always liked fooling around with computers, and began thinking about making it a career choice several years ago. To prepare, he had taken night classes, worked on the computers of friends and relatives every chance he got, and even started his own on-the-side computer repair business. He came to Résumé Plus late Friday afternoon, and needed the documents by Monday. Impossible. Fortunately, he was able to get a three-day extension, and the résumé was completed in time. Procrastination did not kill his chances this time, but it was definitely a close call.

These are not isolated incidents. Almost every day, Résumé Plus is asked to create an *emergency résumé*. While it is always our intention to quickly respond to the needs of every client, developing strong, focused career-marketing documents is something that should not be rushed. The job market is a very competitive place, and you must have the right tools to triumph over the competition. Preparing

them takes teamwork; a cooperative effort between you and the résumé writer. And that collaboration takes time.

Have we ever created and delivered same-day résumés? Of course. Have these fast-turn documents been as effective as they could have been? Probably not. Have they accomplished their goals; that is, resulted in interviews? In many cases, yes. But even with those successes in our portfolio of client services, waiting until the very last minute to have your résumé prepared is not something we recommend. If you are proactive and keep your résumé updated, you will be prepared for every opportunity that comes your way. Your competition will not. So think ahead. Don't let your career become a victim of procrastination.