

Dear Reader

The professional journey as a woman can be a long and lonely road at times, often feeling like we need to give up one part of our life for the other. Nothing in life is ever straight forward or black and white, whilst we might face the same challenges at times how we choose to deal with them often depends on a lot of factors such as our upbringing, background and perception. I hope that these lessons that I have gathered for you will be of help and offer some food for thought. I have included a reading list and some TED talks whatever you do remember there is no one better than your authentic self so be fabulous in whatever you do.

Michelle VOGT

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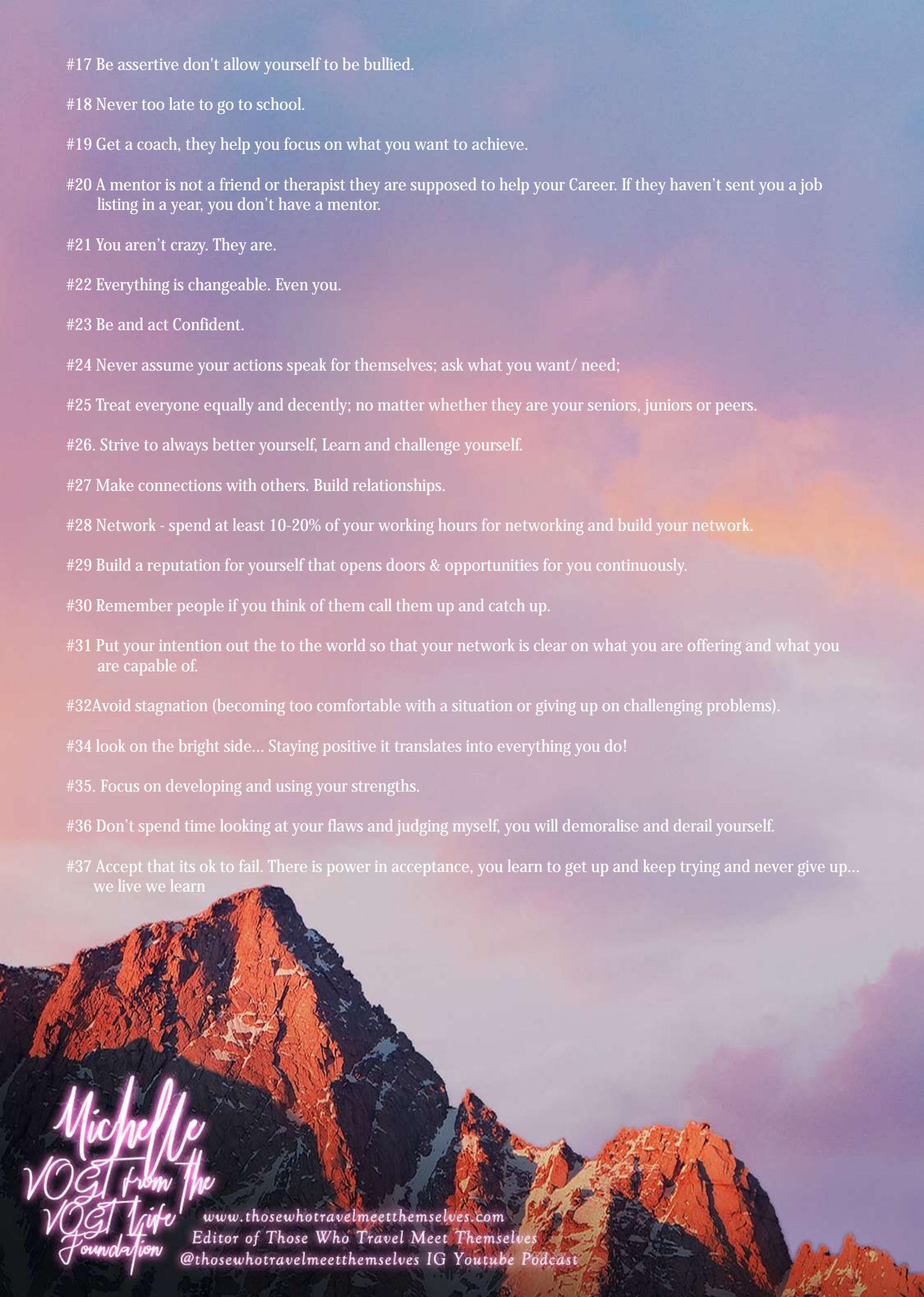
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75 Career Life Lessons from women from around the globe

- # 1: Know that you are ENOUGH! Your skills, education, capabilities and experience make you stand out. No one can take that from you.
- #2 Never stop learning! Continue taking improvement classes, joining professional organizations to enhance your knowledge and volunteer to take the lead on something that might not be your strong suit.
- #3 If you can't find it, create it! If you aren't finding what you need, create your own job, company, consultancy and more. Not all jobs are meant to be permanent.
- #4 Move on! Don't stay in a position that is not serving your needs. Evaluate your goals annually and see if your position supports this.
- #5 Help someone else! No one is self-made. Someone either pushed you, had you on their mind or prayed for you. Use your influence and power to help nurture and mentor someone new in your professional to propel to greater heights. This is full circle!
- #6 Do not be afraid of the job even if you have some skill gap. It's vital to know how you can contribute to the business bottom line and meeting the company goals.
- #7 Everything we know we have learnt. Own up to what you don't know and upskill yourself by learning.
- #8 Sell yourself based on your strengths whilst acknowledging your weaknesses.
- #9 Ask for a mentor or coach.
- #10 Be grounded in Humility and honesty.
- #11 Don't try to be one of the boys.
- #12 Be empathic to your colleagues and team members if you are a manager.
- #13 Dare to dream, stretch yourself.
- #14 Speak up if you see an injustice or unfair behaviour.
- #15 Be your own person.
- #16 Don't be part of office gossip and clicks.

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- #17 Be assertive don't allow yourself to be bullied.
- #18 Never too late to go to school.
- #19 Get a coach, they help you focus on what you want to achieve.
- #20 A mentor is not a friend or therapist they are supposed to help your Career. If they haven't sent you a job listing in a year, you don't have a mentor.
- #21 You aren't crazy. They are.
- #22 Everything is changeable. Even you.
- #23 Be and act Confident.
- #24 Never assume your actions speak for themselves; ask what you want/ need;
- #25 Treat everyone equally and decently; no matter whether they are your seniors, juniors or peers.
- #26. Strive to always better yourself, Learn and challenge yourself.
- #27 Make connections with others. Build relationships.
- #28 Network - spend at least 10-20% of your working hours for networking and build your network.
- #29 Build a reputation for yourself that opens doors & opportunities for you continuously.
- #30 Remember people if you think of them call them up and catch up.
- #31 Put your intention out there to the world so that your network is clear on what you are offering and what you are capable of.
- #32 Avoid stagnation (becoming too comfortable with a situation or giving up on challenging problems).
- #34 look on the bright side... Staying positive it translates into everything you do!
- #35. Focus on developing and using your strengths.
- #36 Don't spend time looking at your flaws and judging myself, you will demoralise and derail yourself.
- #37 Accept that its ok to fail. There is power in acceptance, you learn to get up and keep trying and never give up... we live we learn

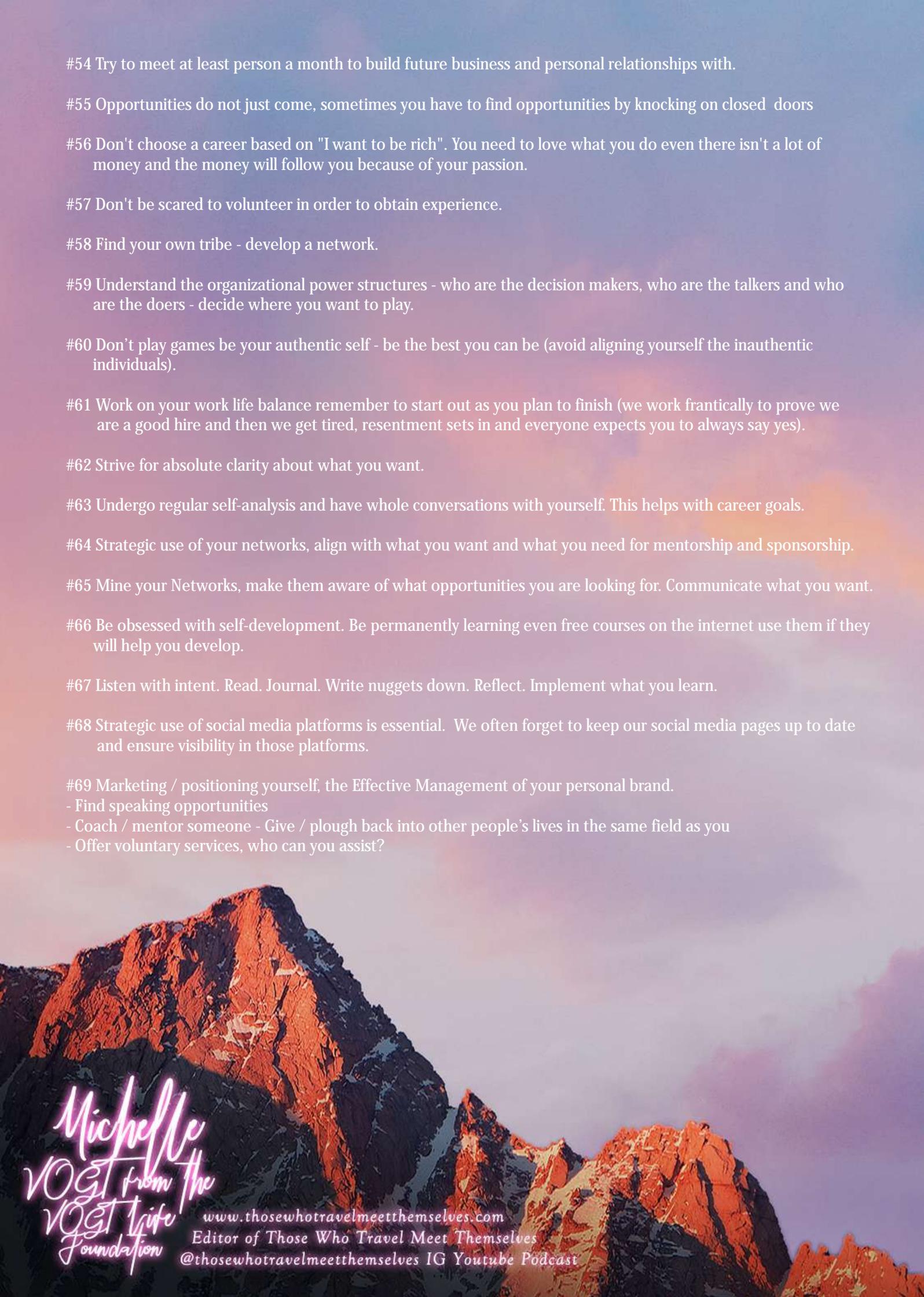
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- #38 Be Ok with not knowing everything, you stay a student.
- #39 Be a mentor to others and find All the mentors you need.
- #40 Remember why you have the seat...we are conduits that manages ego.
- #41 The issue that is keeping you up needs an elder...inner conflict creates stress.
- #42 You are not your job title...have a Vision and passionately build it.
- #43 Put yourself forward whenever you spot a gap or an opportunity arises, if nothing else it will be a learning experience.
- #44 Become an "expert" at least in one thing - it will set you up apart from the rest.
- #45 When given a task deliver (corporate remembers you for your results).
- #46 Build strong relationships (colleagues, mentors and coaches), people can be doors to new opportunities.
- #47 Do not hold on to past mistakes and victories, celebrate or cry if need be but move on. Sometimes holding on too long to where we've been, holds us back from embracing new ways of doing things and leaves us redundant.
- #48 With regards to personal growth outside work - find something you are passionate about and truly get involved. Don't just join organisations but find out if you align to their values and also be clear about your WHY...
- #47 If you feel like you are fighting corporate for an executive seat seek opportunities outside in global organisation such Junior Chamber International (JCI) that will give you exposure to global opportunities, leadership experience equivalent to executive level without the "drama" and also in an environment where you can learn.
- #49 Your network grows when you are active and are seen to be doing something significant. If the organisation is global and offers travel opportunities then definitely travel and on those trips don't be shy to mingle and learn.
- #50 If you do projects or are leading a team etc, get to know the people you are working with, find out if other parts of the world are doing anything similar and collaborate - people get to know you and you get to learn different ways of doing things.
- #51 In today's world if you want to have a global network you can't be a spectator on social media. Be relevant particularly to your audience...
- #52 Goal setting and planning both short and long term is essential, review your focus quarterly so that people can align with your goals.
- #53 Always make time for your family and friends.

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- #54 Try to meet at least person a month to build future business and personal relationships with.
- #55 Opportunities do not just come, sometimes you have to find opportunities by knocking on closed doors
- #56 Don't choose a career based on "I want to be rich". You need to love what you do even there isn't a lot of money and the money will follow you because of your passion.
- #57 Don't be scared to volunteer in order to obtain experience.
- #58 Find your own tribe - develop a network.
- #59 Understand the organizational power structures - who are the decision makers, who are the talkers and who are the doers - decide where you want to play.
- #60 Don't play games be your authentic self - be the best you can be (avoid aligning yourself the inauthentic individuals).
- #61 Work on your work life balance remember to start out as you plan to finish (we work frantically to prove we are a good hire and then we get tired, resentment sets in and everyone expects you to always say yes).
- #62 Strive for absolute clarity about what you want.
- #63 Undergo regular self-analysis and have whole conversations with yourself. This helps with career goals.
- #64 Strategic use of your networks, align with what you want and what you need for mentorship and sponsorship.
- #65 Mine your Networks, make them aware of what opportunities you are looking for. Communicate what you want.
- #66 Be obsessed with self-development. Be permanently learning even free courses on the internet use them if they will help you develop.
- #67 Listen with intent. Read. Journal. Write nuggets down. Reflect. Implement what you learn.
- #68 Strategic use of social media platforms is essential. We often forget to keep our social media pages up to date and ensure visibility in those platforms.
- #69 Marketing / positioning yourself, the Effective Management of your personal brand.
- Find speaking opportunities
 - Coach / mentor someone - Give / plough back into other people's lives in the same field as you
 - Offer voluntary services, who can you assist?

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On Self care

#70 Wake-up early and dedicate a few hours to yourself before all starts moving.

#71 Meditate - no matter whether for 1min or 30mins just stay still and silent.

#72 Exercise everyday if you can even if it's just 15 minutes, walk, breath, live.

#73 Cut off the negative people

- Choose your life partner well this can be one of the biggest and most time-consuming stumbling blocks in life.
- Surround yourself only with supportive friends and family; and dedicate time and energy for them - it's a two-way relationship.

#74 Compassion towards yourself - your decisions and choices might not be the right ones, you will make mistakes and "fail" but if you are able to forgive yourself and learn in the process, you will grow and become stronger.

#75 Develop a spiritual practice that will allow you to grow and keep you grounded, create a practice that works for you.

Recommended Book List

Lean In – Sheryl Sandberg

Option B – Sheryl Sandberg & Adam Grant

I know why the caged bird sings – Maya Angelou

The Gift 12 lessons to Save Your Life – Edith Eger

Ride of a Life Time – Robert Iger

Never Split the Difference, negotiating as if your life depended on it – Chris Voss Tahl Raz

Ted Talks every Professional Woman should watch

https://www.ted.com/talks/susan_colantuono_the_career_advice_you_probably_didn_t_get?utm_source=whatsapp&utm_medium=social&utm_campaign=tedsread

https://www.ted.com/talks/sheryl_sandberg_why_we_have_too_few_women_leaders?language=en

https://www.ted.com/talks/michelle_green_thompson_7_places_7_lessons_7_stories

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