



4 simple steps to

Take Ownership of Your Career, Get Recognised for Your Contributions And Find Your Balance Again

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You're ambitious and hardworking. And you are dedicated to the UN mission – striving every day to make a difference for those in need .

When you started out with the UN it was a dream come true. You were excited and proud to become part of a global organisation that is truly aligned with your values. You love the multicultural environment and you are thrilled to help make the world a better place.

But now, you feel stuck.

There's little time for your own personal and professional development. And it seems there's no one to help you with your career in a substantial way. The workload is overwhelming.

How will you find a balance between your work and private life that allows time to re-energize yourself for the next sprint?

That's where I come in.

I spent 13 years with UNDP in HR. Then in 2015, I launched my business to train, coach and mentor professionals in personal effectiveness and career development. (And my clients for those services include different UN agencies.)

Many UN'ers feel somewhat guilty sharing their frustrations with me because they are loyal to their organisation and take a lot of pride in their roles.

But know this ... **it is absolutely OK to long for a fulfilling career that also allows you time with your family.**

And so I've developed a simple 4-step system to help UN professionals like you take ownership of their career and get recognised for their contributions:

- Step 1 - Grow Your Influence & Impact
- Step 2 - Sharpen Your Goals & Focus
- Step 3 - Improve & Leverage Your Network
- Step 4 - Raise Your Self Mastery

Are you ready to take full ownership of your career and get your life back?

Read on ...



Who Do You Want to Be Now?

As a professional working in the UN, demands are continuous, yet you deliver incredible results. Often without the support you deserve.

How can you feel better supported and kick-start your own professional development? This idea may surprise you ... identify role models.

Role models show you that something can be accomplished.

And yet, a role model doesn't need to be some sort of super human who does everything perfectly. Nobody is perfect in everything.

Instead, identify role models for one characteristic, strength or skill that you wish you had. For example:

Is it time to become an excellent networker? Who can you emulate?

Do you want to be a masterful presenter? Who do you know – at work or outside– that uses their voice well, looks confident and engages listeners?

If you long to be more effective with your time, identify someone who demonstrates that skill. It could even be a time management expert.

Try this ...

1. Pick a single ability you want to develop most in your professional life.
2. Think of someone who seems to have mastered that.
3. Reflect on the way they show up, what they do and say. Be specific.
4. Now try it out. Begin to act as if you do have that trait or skill with your role model as your example.

Over time, your awareness on this will help you grow into your abilities. Then, pick another ability and role model.

Now, let's look at a way to sharpen your goals ...



How Do You Prioritise Yourself?

You care about the UN mission and mostly you're excited about the projects you're involved in. But clear goals and priorities seem to be hard to come by. And you often feel drained when you get home.

How can you create a feeling of balance between exciting professional contributions and a happy private life?

Very simply put, creating that balance always starts with:

- Getting your priorities in order, and
- Creating an overview

One small but very effective tip is to prioritise your tasks and goals on a weekly basis. Both for your work and your private life.

Friday afternoon is often a good time.

Try this ...

- Take out both your calendar and your to do-list so you can plan for the coming week.
- Look at everything that's already in your calendar plus the items on your to do-list that you would like to get done next week.

Probably you have a lot on. But some things are more important than others. Always.

- Now ask yourself: "What are the three most important things that need to happen next week?"
- If this feels hard, ask yourself: "If something happened and I only had half a day to take action next week – what would I absolutely make sure would happen?"

Knowing your top priorities will help you navigate the week with greater confidence. You will be better able to hold your boundaries and you will feel energised from reaching your top goals!

Now, let's see how you can get more support for reaching your goals ...



Who Supports You?

You probably have no problem using your international network to create great results for your organisation. But does your network also support you in your own career?

How can you make meaningful connections with potential career allies? (Hint: forget networking...)

Maybe you feel uncomfortable with the network “thing”? Like you have to fake interest and be social with people you don’t know so that maybe someday you can ask them for help. That doesn’t feel good at all.

Luckily you don’t have to do that.

Creating and maintaining a network is really just about connecting with other human beings. And being genuinely interested in the people you interact with – whether they are new to you or old team members.

Here’s a small communication tip that is helpful when you meet new people. And it’s just as useful when talking to your supervisor, your colleagues or your supervisees:

What all human beings long for is to be seen and heard.

But often, we listen just long enough to start thinking: “How am I going to respond to that?” And right there you stopped connecting with the other person.

Instead, try this ...

1. Make a deliberate intention to want to know more about the other person.
2. When they talk do not counter what they say. Instead use small prompts to show that you're really interested in hearing them. Nod your head or say "uh-huh".
3. Notice how quickly you're learning something new about how they're thinking.
4. Notice also how when you finally respond, your answer is much more thoughtful because of what you learned in the conversation.

People will like talking to you when you’re clearly interested in listening to them. This is a good start to any relationship.

Now, let's see how you can make the most of being you ...



Maximise on Your Potential

You strive to keep learning and stay employable. But professional development often loses the battle against your long to do list.

How can you leverage your own strengths for professional growth?

Self mastery is the skill of putting what you know about yourself to work for you. Raise your game by using insights about your personality traits to improve your habits.

For example:

- Are you a perfectionist? Perfectionism can be a great ally that helps you deliver impeccable work. But it can also be the enemy that lets you waste time on irrelevant nitty gritty.
- Are you a “peace keeper” who avoids conflicts at all cost and finds it hard to say ‘no’? Or are you a time optimist who thinks it will all work out in the end ... until it doesn’t?

Instead of drowning in extra workload that no one will thank you for, learn how to leverage your special traits. You’ll enjoy more interesting work and get recognised for it!

Try this ...

1. Write down your 2 top personality traits. If in doubt, ask your partner or a good friend.
2. Consider how each of them works positively on your behalf.
3. Now consider how those same traits work against you.
4. Hypothetically, what tips and advice do you think your role models (from page 4) would give you?
5. Write down one small actionable thing (for each trait) that you can do now to put your personality trait to work for you.

Over the past few pages you’ve been raising awareness about:

- Who you want to be now in your career and life
- How to begin prioritizing your desires
- Who’s supporting you to get there, and
- Where to find your untapped potential.

Congratulations! Awareness is the first step to meaningful change and a more satisfying work-life experience.



What's Next for You?

Are you ready to take ownership of your career and get recognised for your contributions?

You could continue to put off your needs and ambitions.

But why hold yourself back and struggle through on your own?

You deserve guidance to create the career and lifestyle you've always wanted.

Are you ready to take another small step?

Let's talk!

First, tell me a little more about yourself [HERE](#).

And soon I'll be in touch to schedule your complimentary 45-minute Discovery Session where we'll get to know each other. You can tell me what you're longing for and I'll share how I help UN professionals.

I can't wait to meet you!

Barbara Koegs Andersen
Career Strategist for UN Professionals



Meet Barbara Koegs Andersen

The UN is a workplace like no other – exciting and challenging. You enjoy the multicultural environment and love to see your projects succeed. And, you sincerely want to contribute in creating a better world.

You want to keep growing personally and professionally. And you want to feel excited about your work life.

But more and more often it seems like something is off.

It's difficult to get support for your career development. You're working harder than ever, but you often feel that your efforts are not really being recognized. And the balance between work and life is just not there.

I know what that's like. While still in the UN system, I experienced all the highs and the lows, both for myself and from the staff members in HQ and the field. I've heard all the myths and I've suffered my fair part of frustration over the inevitable bureaucracy, hierarchy and politics. And, I regretted the lack of organizational career support.

In the end, I decided I needed to take charge of my life and career and stop expecting others to solve my problems.

So, in 2014 I left. Then, in 2015, I started independently as a trainer, mentor and coach in the areas of career coaching, stress prevention and personal effectiveness.

I've witnessed so much frustration from hardworking UN'ers who're fighting to fulfill others' expectations, but somehow don't find the way to also meet their own needs and priorities.

That's why I help UN professionals like you take ownership of your career and get recognised for your contributions.

I know that many are longing for support and a concrete process to help take that ownership and create the work and life they deserve. I am ready to become that support for you.

When I'm not coaching ambitious professionals, I'm spending time with my family just a bit north of Copenhagen, Denmark. I enjoy swimming in the sea all year round and going for long walks. Some of my best experiences have been walking on the Spanish pilgrim route "El Camino".

Barbara's educational background:

- MSc in Human Resource Management and Development, Manchester University
- Systemic Coach certification (EMCC accredited training)
- Master Coach in Personal Effectiveness certification
- NLP Master Practitioner certification (cognitive coaching)
- Enneagram Practitioner certification

