The award-winning Ferguson’s Career Guidance Center is a comprehensive resource for career exploration and planning that allows users to quickly find the valuable career information they need, whether it’s industry and professions articles, school planning resources, or skills and career advice.

Known for its unprecedented depth of coverage, this definitive career research database is organized into three main sections: Industries and Careers, Plan Your Education, and Launch Your Career.

The material draws from a range of authoritative sources, including more than 1,200 articles from the six-volume Encyclopedia of Careers and Vocational Guidance, 17th Edition.
• **Industries and Careers:** covers 140 industries and career fields and thousands of professions

• **Plan Your Education:** find the schools that are the best fit—choose from undergraduate, graduate, nursing, or vocational and tech schools in the U.S. and Canada, and narrow your list by location, tuition, enrollment, sports, and a variety of other characteristics

• **Launch Your Career:** offers expert advice on writing résumés and cover letters, interviewing, applying for apprenticeships and internships, professional etiquette, and other workplace topics

• **Links to Outside Jobs and Internships:** searchable, live job and internship postings

• **Career Advice Blog:** regular blog posts “From Our Career Experts,” with an archive of more than 2,400 posts

• **Networking Section:** addresses hot topics such as managing your online presence and using social media in a job search

• **Career Interest Assessment:** ranks users’ work interests and suggests related occupations and industries

• **“My Life” Interviews with Professionals:** gives a firsthand perspective on unusual jobs

• **Authoritative Source List:** a complete inventory of the extraordinary amount of content in the database

**VIDEOS:**

540+ videos and clips covering jobs, industries, and career development skills. The **Career Tips** series offers concise, timely advice on job-search techniques and career skills such as writing better résumés, networking, interviewing, and advancing your career. The “**Career Q&A: Professional Advice and Insight**” videos let users get a no-nonsense insider’s perspective from working professionals across multiple industries.

**Skills That Transcend Career Exploration**

*Ferguson’s Career Guidance Center*’s advice and tips on interviewing, etiquette, and workplace skills can be applied to academic success strategies and general life skills.

**Organization Skills**

**Seven Secrets of Better Time Management**

It was almost midnight and Sharon was still studying. “I’ll just stay up late,” she thought as she perused her notes. “I know I’ll get an A on that test,” she thought, but she was wrong. Sharon was an intensively focused student. She had a very high test score. For example, she regularly scored the highest on tests. Sharon set high standards for herself, accepting nothing less accurate than saying that her parents would accept nothing less fit. Not schools. And after graduation, Sharon’s father would become a doctor.

To be accepted at a college you must have various extracurricular and extra-curricular activities. Sharon seemed to have a lot of projects she was working on.

**Five Poes of Decision Making**

- Fear of failure
- Rush to judgment
- Laziness
- Short-sightedness because of long-range goals
- Self-deception

**Steps to Stopping Procrastination**

1. Realize that something must be done or action must be taken. If so, make a list of the tasks and work to complete them.
2. Break down tasks in manageable, doable steps.
3. Overcome these reasons by facing the reality of what needs to be done.
4. Determine the consequences of not doing the task.

**Careers For Excellent Time-Managers**

- Civil Engineering Technicians
- Computer Security Analysts
- Customer Service Representatives
- Dental Hygienists
- Dental Laboratory Technicians
- Dermatologists
- Fetal Ultrasound Technicians
- Radio and Television Motion Picture Broadcast Journalists
- Software Developers, Applications
- Speech Language Pathologists

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