

HOW TO KICK START YOUR JOB SEARCH

Agenda

- I. Let's get organized!**
 - A. Why get organized?**
 - B. What to organize.**
 - C. How to organize.**
 - D. Being reachable.**

- II. Let's check attitude.**
 - A. Transitions**
 - B. Attitude determines Altitude**

- III. Where do you want to go?**
 - A. Create your perfect life.**
 - B. Create your perfect day.**

- IV. What's standing in your way?**
 - A. Are the obstacles real or perceived?**
 - B. Are you risk averse?**

- V. How can you get there?**
 - A. Develop an action plan**
 - B. Set some short term goals**

- VI. Let's do it!**

I. Let's Get Organized!

Organized? Schmorganized! Why bother? There are some important reasons to create an organized job campaign. These include:

- 1. Help us remember what we have done.**
- 2. Track our progress.**
- 3. Analyze our system to be able to make improvements.**
- 4.**
- 5.**
- 6.**
- 7.**

What should we organize?

- 1. Information about us**
 - A. Resume**
 - B. Copy of an application**
 - C. References**
 - D. Job history information**
 - E. Salary history**
 - F. SSN number**
 - G. Diploma, certifications, transcripts**
- 2. Contact information**
 - A. Name**
 - B. Address**
 - C. Phone**
 - D. Dates of contact**
 - E. Notes about conversations**
- 3. Letters sent and received**
- 4. Copies of ads answered**
- 5. Target company research information**
- 6. Business cards collected**

How do we get organized? This question is very much dependent on personal preferences of the individual. There are many choices to consider about the how of organization and you must select the one that fits best with your style. The areas that need organizing are:

Managing our time

The choices here are:

Day-timer style printed calendars that are daily, weekly or monthly

Electronic calendars (PDA's or Computer)

A pocket calendar

Managing our collected information

The choices are:

Three-ring Notebooks

Folders

Plastic organizer folders

Portable file boxes

Carrying bags/Briefcases

Being Reachable

It is important to be available to accept/return phone calls easily. There are a number of choices for this function also which include:

Answering machine

Voicemail

Pager

Cell phone

Fax machine

E-mail

Business cards

Attitude

What is your attitude about being in transition? Do you, like a client of mine recently, tell people that you were “canned”?

Bridges Transition Model

ENDINGS

NEUTRAL ZONE

NEW BEGINNINGS

Attitude Determines Altitude

You are in charge of your attitude.

Where do you want to go?

A perfect day in the life

What is standing in your way?

Are the obstacles real or perceived?

What is the worst case scenario?

What is your RQ? $R = S \div N$

How can you get there?

What can I do today?

What can I do in 6 weeks?

What can I do in 6 months?

What can I do in a year?