

Tactical Tenets for the Successful Job Seeker

1. **Have a daily plan and follow it.**
 - a. Break up your day into productive chunks.
Have a weekly plan in place on Sunday.
 - b. Rank your leads in order of probability to close. Begin your search with “A” list only.
 - c. Develop a “disaster recovery option” into your job seeking plan and implement only when necessary.
 - d. Have a target number of contacts you make each day, including phone calls, lunches, breakfasts, etc.
 - e. Reward yourself daily for a job well done with a no-cost treat.
 - f. Surround yourself with your favorite people/things.
 1. Friends and loved ones
 2. Good CDs, good music
 3. Books from the library with positive messages, i.e. Grace Notes by Alexandra Stoddard
 - g. Pay attention to your spiritual needs
 - h. Exercise or walk each day; you are in training!
2. **Do what you love and the money will follow.**
 - a. When targeting employers, or developing leads, record in writing activities/tasks you enjoy doing, what you are proficient at, and review. You will begin to see the beginning of a job description take form.
 - b. Make friends with the library.
 - c. Make friends with the: Yellow Pages.
 - d. Look at classified ads in newspapers – Wall Street Journal, Florida Times Union, that are about four weeks old and contact them and ask them if they have filled the position. (Tip from an executive recruiter.)
3. **Rid yourself of the “bad voices”.**
 - a. Permanently cast out the sounds of self-doubt.
 - b. Replace with positive messages, “I am competent, I will find a job,” etc.
4. **Empty yourself of all anger and resentment.**
 - a. If you are feeling anger and resentment, schedule a “pity party”. Allow yourself to be angry, and wallow in all the self-pity you can muster in one night. Agree that at midnight, you will let go of all anger and resentment, seeing it for what it really is, a barrier to your success.