

NEW YEAR'S RESOLUTIONS FOR JOB SEEKERS

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Good Goals

Good goals can help us achieve our dreams. Poorly conceived goals can lead to frustration and failure.

- Good goals describe behaviors and activities within my control, not the decisions or actions of others. I can control how many how many phone calls I make, but I cannot control when someone will offer me a job.
- Good goals are definite and (usually) measurable. For example: "I will ask three people each week for an informational interview." "I will ask four other people for feedback on my resume by January 15."
- Good goals are few in number. You can't remember or work consistently on 35 goals at once.

Possible Goals as a Person

You aren't just a job seeker. You are first and foremost a human being. Make it one of your New Year's resolutions to remember that. Set goals for yourself apart from your job search. Be sure to include goals in the following areas:

- **Personal:** health, fitness, personal growth, etc.
- **Family:** caring for those close to you.
- **Social:** time with friends (if you don't have any, make some), time serving others.
- **Spiritual:** this is a great time to figure out what really matters in life.
- **Work:** well, for now, this comes in the section below.

Possible Goals as a Job Seeker

Your goals will depend on where you are in the search process. If you just started, you may need to focus on the early steps. If you've been at it awhile, you may just need to commit to carrying out your marketing plan.

Mastering the Job Search Process

To work smart and find a job as quickly as possible, you need to educate yourself about looking for a job.

- Reading**
What books, articles, or web sites will you read to learn about looking for work?
- Workshops**
What seminars, workshops, or groups (such as BBJ) will you attend?

Taking Care of Yourself

To make progress in your job search, you need to take stock of yourself and take care of yourself. A PMA ("Positive Mental Attitude") is essential. You'll need to work on:

- Feelings**
Do you have negative feelings about your old job? Your boss? Being without a job? Yourself? How can you put these behind you? What can you do to feel good about yourself, your blessings, your abilities, your prospects?
- Finances**
What are your assets? What are your expenses? How long can you go without a job? What changes do you need to make in your spending? So you need a "bridge job?" Do you have a budget for the next nine months?
- Fitness**
Many people find that exercise helps them deal with stress. Can you walk? Go to the gym? Work in your yard?
- Friends**
Fight the temptation to crawl into a hole. You need to be with people. Who can you hang out with? When?
- Fun**
What can you do to relax, refresh and energize yourself? Sports? Books? Friends? When? Where? How?

Taking Stock of Yourself

Before you start looking for a job, you need to take stock of yourself.

- Skills, Talents, Accomplishments**
Who are you? What do you have to offer? Make a list of your skills and accomplishments. Update your list.

- Goals and Interests**
What do you want to do? Do you want to stay in the same kind of job or industry? Change to a different job or industry? Do you want to be a consultant? So you want to start or buy your own business?
- Needs and Wants**
What do you need or want in a job? How much salary? What benefits are important? Are you willing to relocate? List your non-negotiables, your “important,” and other things you would like to have?
- Enhance Skills**
What can you do to enhance your job skills? Take a class? Consult? Take a part-time or temporary job?
- Elevator Speech**
Do you have a 30 second elevator speech that tells people what you are looking for and what you can do? Can ordinary people understand it? Have you practiced it enough that you are able to deliver it exactly every time?
- Resume**
Do you have a resume that clearly highlights your key skills and accomplishments? Have you asked others to critique it and suggest improvements? Have you revised it in light of the feedback you have received?
- References**
Have others agreed to be references? Have they seen your resume? Do they know what you are looking for?

Working Your Search

- Support Network**
Who can you talk to about your job search? Who will encourage you (or give you a swift kick)? Who, besides your family (they are struggling, too) makes up your support network? Who can you add to it to make it larger?
- Marketing Plan**
Do you have a strategy for finding a job? Is it written down? How, exactly, do you plan to go about it?
- Networking**
Have you made a list of people you know? Have you revised it lately? Where can you meet additional people? What are your goals for contacting people in your network?
- Informational Interviews**
Do you plan to conduct informational interviews with people in your desired field? How will you find people to interview? How many interviews will you seek to set up each week?
- Broadcast**
Do you plan to broadcast your resume to a large number of companies? How many do you plan to send out? When? How will you get the names and addresses of the persons to whom you will send the letters?
- Interviewing Skills**
Have you written answers to the “50 Questions”? Included a success story in every answer? Practiced answers until they come smoothly? Done mock interviews with others who give you feedback? Videotaped yourself?
- Research**
Where will you look for information on companies for whom you would like to work?

Closing the Deal

- Needs and Wants**
Are you clear on your salary and other requirements, especially your non-negotiables?
- Negotiating Skills**
Are you prepared to negotiate your salary, benefits, responsibilities and other issues? How will you get ready?

Following Through for the Future

- Your Network**
Let people in your network know that you found a job. Thank them for their help. Keep in touch. You may be able to help them next time, or you may need their help again.
- Your Resume**
Now you know how important it is to keep your resume up to date. Add your new job to your resume. Every 3–6 months review your recent accomplishments and add them to your list.
- Share the Good News**
Tell your friends at BBJ that you found a job and how. Make a contribution if you are able to do so.

Goals for the New Year

A year is a long time. You might want to set goals for just the next three months or so.

Goals as a Person

Consider setting at least one goal in each of these areas:

Personal

Goal: _____

Deadline: _____

Family

Goal: _____

Deadline: _____

Social

Goal: _____

Deadline: _____

Spiritual

Goal: _____

Deadline: _____

Goals as a Job Seeker

Consider setting 3–5 goals for the next few months.

Goal: _____

Deadline: _____

Goal: _____

Deadline: _____

Goal: _____

Deadline: _____

Goal: _____

Deadline: _____

Goal: _____

Deadline: _____

Accountability

You will need to find a way to keep these goals in front of you each day. How will you hold *yourself* accountable?

Many people find it helpful to be accountable to someone else during their job search. *Who else* can support you and/or hold you accountable for meeting these goals?

New Goals

Goal: Review progress on these goals and set new goals for the *next* few months.

Deadline: _____