

## **UNDERSTAND TIME COMMITMENTS**

### **WHAT TIME COMMITMENT DOES A JOB SEARCH REQUIRE?**

A successful job search requires diligence, focus, tenacity and time. It is not the person who dedicates the most hours that ends up with the job offer. It is the job seeker who focuses their time and efforts on the right actions.

### **ACTIONS THAT ARE BEST USE OF YOUR TIME**

Only you can answer this question based on the results or lack of results you are experiencing in your job search. The way to utilize your time most effectively is to conduct a weekly review every Friday.

During this review ask yourself the following questions:

1. What is the 20% of my actions that are providing 80% of my results?
2. How did I waste time this week?
3. What new idea or resource will I utilize in my search next week?

When conducting this review weekly, you will begin to realize what actions provide you with results and each week you need to dedicate more of your time to those actions. When you identify what is wasting your time, make a commitment each week to stop doing those things immediately.

Number three is very important, because you can't do things the same way and expect different results. Each week you need to try a different resource, idea or technique if you are serious about your job search. This helps you consistently assess what is and is not working in your current job search efforts.

### **TIME COMMITMENT IT TAKES**

If you are not working, your job search should be your full-time commitment dedicating 35-40 hours to your job search each week. Your job search is your full-time job.

If you are working and want to change your job or career, you should dedicate at least 10 hours per week. Make use of early morning, as well as evenings for research and networking. Plan your interviews, especially if you are considering relocation.

It's important that you commit to attaining minimum results every day in your job search. Some days it will take you longer to attain the results you have set than other days. The key is to move your search forward every single day by actions you take.

Understand, that your days will be filled with disappointment, a lack of feedback, voicemails, turndowns and rejection because you are in sales when you are in a job search. You can also feel lonely and feel that the entire world is working except you.

As difficult as it may be at times, you need to stay on track and keep dedicating the hours it takes to conduct an active search. It's important that you develop the attitude "So What - Now What - Next." Understand every "no" you hear is that much closer to a "yes."

Each day when you wake up, don't log into your computer to check email. Review your planned activity in the Job Search Tracker Tool, write down goals most important to you and then focus on other activities on your computer. Emails are often the priorities of other people, not necessarily yours.

The following are samples of effective activities on the computer:

- Research targets
- Assessment tools
- Create CVs or Resumes
- Write cover letters
- Update social media profiles
- Network using social media
- Applying for jobs listed on job boards or website postings (limit time spent)
- Utilizing the Job Search Tracker Tool

The computer is a vital tool in your job search, but you must spend the majority of your time talking on the phone and following up effectively by using all means of communication.

### **HOW TO DIPLOMATICALLY HANDLE DISTRACTIONS AND DEMANDS OF OTHERS**

If you are home, your friends and family members can become demanding of your time and efforts. They may not realize your job search is your current full-time job. If you have many family demands, attempt to designate one morning or afternoon each week that you designate to accomplish things for others.

This can be helping others with errands, responsibilities or volunteering at a non-profit which can increase your networking opportunities. When you inform family members that Wednesday morning is the only day you have available during your job search, surprisingly enough that is the only day they will begin to demand your time.

### **TIME WASTERS TO AVOID**

1. Submitting a CV or Resume that is not key word rich
2. Using one cover letter and not customizing it for each employer
3. Only utilizing job boards
4. Applying for a job when you don't have the required credentials
5. Spending all your time behind your computer
6. Stalking hiring authorities for feedback
7. Applying numerous times with one company
8. Sending emails vs. picking up the phone
9. Spending all your time researching and sourcing
10. Listening to advice from people with no job market knowledge

Implement these ideas and you will commit the time necessary to conduct a successful job search.