

FIND A JOB IN 14 DAYS JOB

**A PRACTICAL GUIDE AND PROCESS
FOR FINDING THE JOB
YOU NEED FAST!**

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PART 1 – SET YOURSELF UP FOR JOB SEARCH SUCCESS

Part 1 Checklist – Set Yourself Up For Job Search Success

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Begin it now – a powerful action plan
- Create a daily, weekly schedule and establish a routine
- Increase efficiency and productivity
- Ten ways people play small
- Ten ways to stop playing small
- Ten ways you can believe in yourself
- Part 1 summary

BEGIN IT NOW – A POWERFUL ACTION PLAN

A year from now you may wish you had started today.

– KAREN LAMB –

A job search can be a difficult endeavor unless you create an action plan that includes powerful goals.

Goals give you:

- discipline,
- motivation and
- the drive to stay focused and persevere

The process of goal setting includes daily, weekly and monthly goals. These keep you focused and in pursuit of your job.

Your goals should be:

- specific,
- measurable,
- achievable,
- realistic and
- timely.

First, set goals:

Pick two goals in relation to the job search that are the most important to you.

The goals you want to choose are the ones that will keep you moving toward your final destination of landing a job. We're not talking about landing your job as your goal, but the many baby steps that need to be accomplished to help get you to that final destination. Choose goals that keep your momentum moving forward so you can get the results you want that will allow you to create your job.

Write down what you want to accomplish below:

Goal 1 _____

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Goal 2 _____

Second, take action steps:

List three action steps you will take for goal #1. Select only those which you are willing to fully commit to.

1. _____

2. _____

3. _____

Third, identify the obstacles:

What are the possible obstacles that might stand in your way from achieving goal #1? How will you overcome them?

Obstacles for Goal #1 _____

Fourth, celebrate the completion of your goal:

Write out what you will do to celebrate and reward yourself for each big and little step that you take forward.

Examples: 1) dinner in a nice restaurant, 2) dancing, 3) massage, 4) writing, 5) reading, 6) being with friends, 7) walking in nature, 8) movies/theater, 9) laughing, 10) vacation/travel, 11) museums, 12) meditation, 13) exercise, 14) playing with my kids

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Action steps:

List three action steps you will take for goal #2. Select only those which you are willing to fully commit to.

1. _____

2. _____

3. _____

Obstacles:

What are the possible obstacles that might stand in your way from achieving goal #2? How will you overcome them?

Obstacles for Goal #1 _____

Celebration:

By creating the action plan, you break the path to finding your job into manageable steps. While working on these goals – realize they do take time.

CREATE A DAILY, WEEKLY SCHEDULE AND ESTABLISH A ROUTINE

Long-term planning is not about making long-term decisions. It is about understanding the future consequences of today's decisions.

– GARY RYAN BLAIR –

Let's discuss the time you'll devote to finding your job. If you're focusing your energies on it full time, it may require more time than the typical nine-to-five job. If you're doing this while you are currently working, you still want to devote a good amount of time to the process. Regardless, treat the job search process as an important priority and don't let other factors hold you back. Establish a routine and prioritize your time to keep your energy up and motivation strong.

Daily Question to Ask Yourself: When you wake up in the morning, ask yourself, “*What can I do today to move my job search forward?*”

For example, while in Hong Kong and going through a six-month dream job process, I woke up at 6:15 in the morning to work out and finished my day at 8:30pm each night. I was unemployed and was able to spend 12 hours each day on creating what I truly wanted. Within a typical day, I researched companies, visualized and prepared for interviews, applied for jobs, made 30-40 telephone calls regarding opportunities, wrote thank you letters and finally did exercises similar to those in this book.

I recommend you spend at least 5-8 hours per week, if you are working full-time, and forty hours each week if you aren't working. Yes, it's a full-time job.

Write down the number of hours each week you will commit to working on your dream job search:

Next, write down how many hours each day will you spend on your dream job process? What time will you start your day and when will it end? Write down your commitment rating as well. Rate yourself from 1 to 10 - 1 being the least committed and 10 being the most committed.

Day	Number of Hours	Times	Commitment Rating from 1-10
Monday	_____	_____ to _____	_____
Tuesday	_____	_____ to _____	_____
Wednesday	_____	_____ to _____	_____
Thursday	_____	_____ to _____	_____
Friday	_____	_____ to _____	_____
Saturday	_____	_____ to _____	_____
Sunday	_____	_____ to _____	_____

If you rate yourself at an 8 or lower, realize that you probably won't be able to complete your work. Ask yourself what you need to do to move your commitment rating up to a 10 each day.

INCREASE EFFICIENCY AND PRODUCTIVITY

He who every morning plans the transactions of the day and follows out that plan, carries a thread that will guide him through the labyrinth of the most busy life.

– VICTOR HUGO –

Increasing efficiency and productivity often bring forth images of someone standing with a stopwatch timing every activity with a watchful eye. Henry Ford first used the talent of an efficiency expert to build cars faster and more economically. What resulted was the assembly line where the same motion is repeated over and over to eliminate any wasted motion. You don't have to work on an assembly line to take advantage of the time saving tips they recognized, however.

By taking a little time to plan and prepare, you can find the extra hours required to find a job.

These useful and effective exercises will only be beneficial if you can be productive and efficient with your time. List below ways to use your time in the best possible way:

Step 1 – Plan your work.

Plan your work and work your plan. Set aside 10 to 15 planning minutes at the start of each day or at the end of your day to create a to-do list for your upcoming activities, and you will know what your important tasks are before you start the day. This advance planning can save more than an hour a day.

Action step: Take a moment right now to decide how best you want to set aside for this planning period. Whether it's 6:00 A.M. or midnight, commit to a time period now.

Step 2 – Use time efficiently.

Be productive with your time. Remember, we all have exactly the same number of hours each day as were given to Helen Keller, Michelangelo, Mother Teresa, Da Vinci, and Einstein.

Action step: You can use time waiting for appointments or waiting in line to catch up on material you need to read and use today's tools to greatly increase productivity. Look at the activities that fill your day and determine ways they could be done more efficiently or eliminated. By shaving minutes off of several tasks throughout the day, you can free up a larger block of time later. List three ways you could save time in your daily schedule:

1. _____

2. _____

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3. _____

Step 3 – Use your most productive hours for your most important tasks.

Some of us are early risers, and others are night owls. If you need time to wake and truly get started in the day, don't attempt to force an early morning deadline to your schedule, unless you're willing to go to bed earlier.

Ask yourself, *“What do I need to get done today in order to feel complete, and when am I most productive?”*

Focus on what is most important and less on how fast you are going. Spend 20 percent of your day on the most important tasks, and you will accomplish 80 percent of your results.

Action step: Choose a daily goal you want to achieve and decide what time of the day you have the most energy or creativity to get the job done. Commit that time to that goal. List one sample goal here to get you started:

Step 4 – Prioritize your most important activities.

Write down the important tasks and set them in order of priority. Focus on only the three most important projects. What are the most important tasks?

- *If I can only accomplish one item today, which will it be?*
- *Is this activity the best use of my time, knowledge, creativity, and experience?*

Concentrate on the most important activity until it's finished. After completing this task, recheck your priorities and tackle the next most important one. This process leads to a greater sense of accomplishment at the end of the day.

Schedule appointments with yourself to work on the projects that are most important to you.

Action step: Think of those tasks you want to accomplish and write the top three here in order of importance:

1. _____

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2. _____

3. _____

Step 5 – Start now.

However big your long-term project may seem, it's important to begin.

Hesitancy, fear, and self-doubt fade with action.

Action step: List a first step you can take for the number one task you listed above. Commit to taking action on that first step today.

Step 6 – Say no to small projects.

Learn to say no to activities that may seem urgent but distract you from accomplishing your important, long-range projects.

If you spend the majority of your energy putting out fires, you'll never find the time for the important activities in your life.

Action step: When someone asks you to do something that doesn't specifically need YOUR particular touch, memorize and use this phrase with a smile: "Oh, I'm sorry. I'm afraid I don't have the time to take care of that in the way it deserves. Thank you for thinking of me."

Is there something you could say no to today! _____

Step 7 – Take baby steps.

Most long-term projects never are started because the whole endeavor seems so daunting.

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We take on the entire project all at once and overwhelm ourselves. Take small steps that you know you can accomplish. The more realistic your expectations the better. When you gain momentum, you can let the energy and excitement of the project take over, and you'll be fully engaged.

Action step: Look at the number one task you chose and the first step you listed above. Break that step into its smallest components and work on the first one of those.

Step 8 – Organize life on a weekly basis.

On Sunday evening, plan your long-term projects for the week.

During the week, spend time each day focusing on prioritized projects, and you'll be pleasantly surprised with the results.

Integrate aspects of the long-term goals into your daily to-do list, and you will accomplish your most important projects.

Action step: Choose a quiet place and plot out your activities in a daily planner for the week ahead. What day and time will you commit to taking this action?

Step 9 – Carve out time for non-urgent activities.

Schedule time during your day when you work on only non-urgent activities (for example, phone, email, paying bills).

Action step: Try to set aside a 30-minute period when you don't have a project deadline filling your mind. The best time may be after a break or meal, when you can come to this task fresh. What day and time will you commit to taking this action?

Step 10 – Use an as-you-go task system

As activities and information come into your day, complete them on an as-you-go basis, instead of putting them on your to-do list to complete later.

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Action step: Your goal should be to "handle it once" and then be done with it. This also increases your sense of accomplishment when you can see all the tasks you have completed.

Step 11 – Treat each day as unique.

As you schedule each day, take into consideration the most appropriate activity for that day. Fridays might be your creative, planning days, while Mondays can be for organizing.

Action step: Look at the activities that fill your days and try to group them by what you do.

For example, by organizing all of your errands on one day and your creative pursuits on another day, you can increase efficiency on all fronts.

List the activities that take up the major part of your day and see if you can group several similar tasks into a specific day or time period.

Step 12 – Manage your voicemail and email messages twice daily.

Allow for two discrete sessions per day to check and respond to voicemail messages and email messages. During these sessions you will be doing only this activity and nothing else.

Sort your phone calls and emails into low and high priority. During the rest of the day you will limit use of your phone and email in order to focus only on the project at hand.

Action step: Decide the time frame that works best for you. Possibly first thing in the morning and right after lunch, or just before lunch and just before the end of the workday. Write down what times of the day you think will work best for you here:

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Step 13 – Take breaks.

When your energy level drops or you are becoming too reactive to others, take time to rejuvenate yourself by taking a break.

Action step: A break may involve physically moving away from the work area and getting some fresh air, listening to some relaxing music, or talking with a friend. Find something that helps you recharge.

List some activities that rejuvenate you:

Step 14 – Have an end-of-day review.

Review your to-do list to examine what you accomplished, what you could have done more efficiently, and what you still need to get done tomorrow.

Action step: Look at your daily planner and actually check off those items you've completed. This will give you a great sense of accomplishment and help you determine those tasks that require more time than originally anticipated.

Write down what days this week you will have an end-of-day review.

TEN WAYS PEOPLE PLAY SMALL

*You will become as small as your controlling desire;
as great as your dominant aspiration.*

– JAMES ALLEN –

In the next two sections on playing small, you'll learn what may be holding you back and how to break out of the self-defeating habits that keep you from knowing your dream.

Playing small is an easy way out. It is convenient, safe and comfortable. Most of us live our lives in an average manner and maintain the status quo. Average is the norm - over 90 percent of the people around us live this way. We don't even recognize it as playing small or large, it just is. Average, however, is comparatively small when we look at the greatness available to us.

1. Do What We're Good At Rather Than What We're Gifted At

We all have skills and abilities. We are good at something and may even excel at it and be an expert. But do we truly love what we do? Do we enjoy every moment of it? Is it our passion? Is it our gift? An excellent accountant with years of experience may yearn to play classical violin because this is her passion. A skilled nurse may have sketchbooks strewn all over his house because this is what he is gifted at. It is easy to mistake our skills for our gifts and to listen to our heads instead of our hearts.

2. Hold A Limiting View of Ourselves

"It's too late. I don't have the talent to make living doing that, I can't, I shouldn't, I'm not a _____, I'm just not good enough...". The litany of self-defeating thoughts is endless. What we believe of ourselves is true and as long as we keep repeating these limiting thoughts, we restrict ourselves and are trapped within the confines of our narrow views.

3. Stay In Our Comfort Zones

Life is often hard. There is always some new challenge or problem surprising us. We just want to know what's ahead of us. A steady routine and predictable life is comforting. There are minimal surprises and little stress. It may leave us wanting more, but more is a lot of work, too. Getting up at the same time, putting on the same clothes, taking the same daily commute to the same stifling boring job are comforting and known. The cubicle of our lives may be gray and dreary but at least we know it's always square and always has four sides. We often overlook that those four sides have been confining us and forcing us to conform to their shape.

4. Embrace Perfectionism

Perfectionism is an easy excuse for remaining small. Every task must be done completely and done to meticulous standards before moving on. And moving on cannot happen unless circumstances are exactly perfect. If the perfect situation does not occur, then forward movement must be halted until it does (which, most often, is never).

5. Not Realize We're Playing Small

Many people don't even realize that they are playing small. We just don't think that there is anything more. We don't even think to dream big, let alone act it. The blinders we've had on for so many years distort our views so we believe this is all there is and the only thing to do is just accept it.

6. Create Too Much Drama

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Making everything in life into a big dramatic situation is a common occurrence. It's so easy to blow everything up into huge events - major life crises that require a tremendous outpouring of energy but with very little results. Rather than actually accomplishing anything, life is an endless series of crises and problems and appears to be more than it is.

7. Overanalyze Problems

Analyzing problems is a positive, constructive thing. It often leads to solutions and forward progress. But some people get stuck in being too analytical and continue to analyze situations as a substitute for acting on them.

8. Concentrate on Money Rather Than Passion

Life is expensive. We must have food, shelter and clothing (and some luxuries too). We may be making a decent salary and have established a lifestyle that requires a certain level of income to maintain. But our work doesn't match our passions and doesn't fulfill us on that deeper level. Fear of losing that lifestyle, however, keeps us at that job and our passions remain unfulfilled. We may remain in a relationship with someone we don't truly love because they are a "good provider" and there is fear that if we were on our own, we couldn't support ourselves. In a never-ending cycle, we keep thinking that more money is really what we need and if we could only just make/have \$ ___ more, we'd feel better. Achieving that level of income doesn't lead to fulfillment, but to longing for more and the cycle continues.

9. Question Their Qualifications

Society is obsessed with qualifications and certifications. A degree or certification is black and white proof of competency and if we don't have one, we can never have respect or be viewed as an expert. It's easy to view the people who have achieved success without traditional qualifications as an exception rather than an inspiration. We can continue in our smallness with (in our eyes) perfect justification.

10. Focus On "Shoulds"

Society has a set of standards that many people believe in. We're socialized since childhood to accept these standards. They become our "shoulds" - we "should" go to college, we "should" be married by age __, we "should" hold down a job, we "should" have children... and so on. It is very easy to get sucked into believing the "shoulds" and letting them rule our lives. We don't follow our passions because they don't conform to the "shoulds" and that would make us bad people. We want to be accepted by others and to fit into general society so we follow their rules and allow our creativity to be stifled.

Make a list of the top three reasons you play it small. You can use the ten mentioned above or think of some on your own. As you write each reason detail why these barriers are limiting to your greatness.

- 1. _____

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2. _____

3. _____

You owe it to yourself and the world around you to play the game of life at your best level. Don't allow yourself to experience life with less than who you are. Let your greatness shine through and see how your life opens up. Let the world be enlightened and enhanced by your contributions.

TEN WAYS TO STOP PLAYING SMALL

Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great.

– MARK TWAIN –

1. Tap Into a Time When You Have Embraced Your Greatness

Think back over your life to times when you've felt yourself truly embrace your greatness and follow your passions. What did that feel like? What did you think? What did you do? What happened as a result? How can you recreate that experience in your life today?

2. Live Each Day Without Limitations

Each and every day make sure you do something to put yourself in a mindset that is not limiting. Make your passions a priority. Do one new thing each day. Have new experiences, open your mind to new possibilities and do things "out of the box."

3. Bring Positives Into Your Life to Reinforce Greatness

Negative energies in our lives can easily bring us down and encourage negativity in us. We've all had "energy vampires" for friends (and maybe even family, too). We've all experienced workplaces that are filled with such negative energy that we almost literally have to be forced to go there. Take notice of these people and places and replace them with positive energies. Talk to uplifting people, read inspiring literature and post inspiring quotes about your home or office. Paint a room, get new furniture. Do whatever it takes to surround yourself with as many positives as you can and watch your life open up.

4. Follow Your Passions

After you've taken some time to identify your passions, do whatever it takes to follow them. Listen to your intuition and follow what it tells you to do. Trust yourself and go where your heart leads you. Be willing to step away from your comfort zone and have the courage to step away from smallness towards greatness.

5. Cultivate Your Intuition

It's easy in the chaos and stress of daily life to lose touch with your inner voice. Set up a time to tune out the external world and turn your focus inward. Meditate and spend some time alone. Listen for that small voice coming from your intuition. What is it saying? At first, you may only hear a few small tidbits, but suspend self-doubt and keep listening. We've been conditioned to second-guess ourselves and to believe that others know more than we do. Unlearning that and trusting ourselves can take time, but is well worth the effort.

6. Have A Good Sense Of Who You Are

What are your likes and dislikes? What do you really feel at this moment? What is your opinion on world politics, religion, art, philosophy? Do you simply pick up the opinion of the moment or the popular things? Or do you truly know your innermost self and who you are? Take time to reflect and get to know yourself. Sort out your feelings from those of everyone around you. Explore your needs and wants. Having a good sense of who you are will encourage you to expand your life and yourself.

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7. Have A Vision Of Where You Want To Go

When you get in your car to go somewhere, you have a clear vision of your goal. You're going to work or a friend's house. And to get there, you must take Main Street; make a left onto Johnson St., etc. You have a clear path to follow that greatly increases your chances of getting to your destination. Life is the same way. To truly get to your goals, to embrace your greatness, you have to know where it is you want to go and a plan to get there.

8. Cultivate Your Curiosities

Remain open about ideas and concepts. Embrace your eagerness to learn and experience new things. If you've always wondered what an interior designer does, call one and ask to spend the day with him or her. You've always wanted to learn more about art? Go to a museum or buy a book. You've always found ballet dancing graceful and inspiring? Take lessons. You may find that you don't care for something, but you will have broadened your horizons and learned a valuable lesson that will help you along your path. You may find that you like art, but you're really passionate about photography. You may not think interior design is for you, but architecture speaks to your soul. You may simply make some new friends who open your mind. Each experience will open up your life in some way.

9. Find Ways People Have Done Things Unconventionally

Not everyone follows a traditional path to his or her success. Search out stories about people who've chosen their own path and accomplished great things. Gather them and use them as your own inspiration. Look at where you want to go and explore all possible paths that can lead to that goal. Be creative, stretch your mind and explore many possibilities.

10. Notice Each Day What You Enjoy

Take some time each day to tune into your inner voice. Listen to what resonates with you and what you truly enjoy. What makes you excited? What seems to "click" with you? Make it a morning or evening ritual to take 15 minutes to have quiet time with yourself and really take stock of what turns your inner light on. You'll become much more aware of when you are playing it small.

Make a list of the top two reasons you can stop playing it small. You can use the ten mentioned above or think of some on your own. As you write each, include action steps you will take to bring yourself closer to your greatness.

1. _____

2. _____

DISCOURAGEMENTS AND SELF-DOUBT

During all my years in prison hope never left me.

– NELSON MANDELA –

If you are having doubt whether you have the ability to believe in yourself to find a job, here is a top ten list that can help you believe in yourself.

As your belief in yourself expands, the problems and challenges you face will lose their sense of power.

Ten ways you can believe in yourself.

Number 1 – Think of ways you can be your best

Number 2 – Focus on your strengths not your weaknesses

Number 3 – Remind yourself who you are becoming

Number 4 – Have faith in yourself and know it will happen

Number 5 – Challenge yourself to be all you can be, more so than you've ever been

Number 6 – Encourage yourself to keep going, keep building this new you

Number 7 – Acknowledge your successes

Number 8 – Be unconditionally constructive

Number 9 – Allow yourself to achieve greatness

Number 10 – Take a stand for the success you deserve

Write down the top three ways you will begin to believe in yourself now. After you choose your top three, write down the action steps you will take for each one.

NUMBER 1: _____

ACTION STEP: _____

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NUMBER 2: _____

ACTION STEP: _____

NUMBER 3: _____

ACTION STEP: _____

PART 1 SUMMARY

Congratulations on completing part 1 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

Life is basically about action and passion.

– HEMINGWAY –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PART 2 – PREPARING FOR THE JOB SEARCH

Part 2 Checklist – Preparing For The Job Search

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Job searching assessment
- Support
- Never too late to change careers
- Ten ways to a successful job transition
- Part 2 summary

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JOB SEARCHING ASSESSMENT

Luck is when preparedness meets opportunity.

– EARL NIGHTINGALE –

Rate yourself from 1 to 10 in the following categories:

- If the left side closely describes you, circle one of the lower numbers.
- If the right side closely describes you, circle one of the higher numbers.
- If you fall in between 1 and 10, circle one of the middle numbers.

I have no idea what type of work I want to do.	1	2	3	4	5	6	7	8	9	10	I know exactly the type of work I want to do.
Right job											
I don't know the most effective and successful way to job hunt.	1	2	3	4	5	6	7	8	9	10	I know the most effective and successful way to job hunt.
Job Hunting											
I don't know how to create a strategy to find a job.	1	2	3	4	5	6	7	8	9	10	I have the right strategy to find a job.
Strategy											
Networking is difficult for me, and I don't do much of it.	1	2	3	4	5	6	7	8	9	10	I'm enjoying networking. It helps me find a job.
Networking											
I rarely do informational interviews.	1	2	3	4	5	6	7	8	9	10	I frequently conduct informational interviews.
Informational Interviews											
I have no idea how to conduct an interview.	1	2	3	4	5	6	7	8	9	10	I know how to prepare for an interview and get the job.
Job Interviews											
I don't know how to use the internet for my job search.	1	2	3	4	5	6	7	8	9	10	I know how to use the internet to get a job.
Internet for Job Search											
I don't know how to negotiate a salary.	1	2	3	4	5	6	7	8	9	10	I know how much I am worth and the secrets to getting the right salary.
Salary Negotiation											

FIND A JOB IN 14 DAYS

Rate yourself from 1 to 10 in the following categories:

- If the left side closely describes you, circle one of the lower numbers.
- If the right side closely describes you, circle one of the higher numbers.
- If you fall in between 1 and 10 - circle one of the middle numbers.

I allow rejection to hold me back from finding a job.	1	2	3	4	5	6	7	8	9	10	I accept rejections as part of the job search and learn from them.
	Rejection										

I am not willing to spend more than 5 hours.	1	2	3	4	5	6	7	8	9	10	I am willing to treat this job search as a job and spend 35 hours per week.
	Time on Job Search										

It will be easy to find a job don't need to be fully committed.	1	2	3	4	5	6	7	8	9	10	I know 1/3 of job hunters give up in the first months. I will be persistent & truly committed.
	Commitment to Self										

Based on the above assessment, list the three areas you need to most improve upon. Next, write what you need to grow and learn in this area.

1. _____

2. _____

3. _____

SUPPORT

*We can be as separate as the fingers,
yet one as the hand in all things essential to mutual progress.*
– BOOKER T. WASHINGTON –

Having a mentors and role models to inspire you and guide through the job search is an important step. You will need a lot of support throughout the process. The job search can be one of the most discouraging and challenging times to work through. You'll need to create a group of people who can support you, motivate you and keep you moving forward until you land the job. Support is critical for your success. It will help overcome many of your roadblocks. The combined energies of two or more people supporting you in any endeavor facilitate quicker and more successful results than doing it alone.

A support network will help you go through the process with:

- less effort or struggle
- more efficient progress and movement
- constant motivation and encouragement
- strength in believing in yourself and your dream

Being accountable to another person, having weekly phone calls and confiding whether or not you have completed your weekly actions would be beneficial to having a support partner.

Consider the following when organizing your support system of individuals or groups:

What types of person do you want supporting you? As you describe the types of individuals, make a list below of the characteristics of your support:

Name

Phone Number

<hr/>	<hr/>

FIND A JOB IN 14 DAYS

Don't do the job-hunting alone. Find a support group in your town. Here are some examples:

- 1. Forty Plus Clubs
- 2. Experience Unlimited
- 3. Job-hunt classes at your local Federal / State employment offices
- 4. Chamber of Commerce
- 5. College or community college
- 6. Adult Education center
- 7. Church, synagogue or place of worship
- 8. Form a group

Write down five different support groups you could use in your job search. Contact two of them in the upcoming week and find out when the next meeting is. Go to at least one group in the next two weeks.

1. _____ 4. _____
2. _____ 5. _____
3. _____

NEVER TOO LATE TO CHANGE CAREERS

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

It only takes one person to change your life - you.

– RUTH CASEY –

Many people believe that because they have trained in one field, they are stuck with it for the rest of their lives. If the people below had stuck with their original work, none of us would ever have heard of them. Sometimes formal retraining is required, as in the case of Dr. Albert Schweitzer. However, all of the others on our list made the transition to new or auxiliary careers without formal retraining.

- Mohandas K. Gandhi was trained as a lawyer and became a spiritual leader who developed effective principles of nonviolent resistance and was instrumental in liberating his country.
- Michael Faraday trained as a book binder and made important contributions to physics.
- Vincent Van Gogh studied for the ministry and became a great artist.
- Mother Teresa was a nun who worked as a school teacher and principal before she began her missionary work with the Sisters of Charity.
- Nicolaus Copernicus studied law and medicine and was a part-time astronomer.
- Dr. Martin Luther King was a Baptist minister who left his mark as a civil rights leader.
- Medical missionary Dr. Albert Schweitzer originally trained as a musician and theologian.
- Benjamin Franklin was trained as a printer and left his mark in science and technology, government and diplomacy.
- Thomas Jefferson was a gentleman farmer who trained as a lawyer. He made significant contributions as a political theorist and writer, an architect, a botanist, an educator, a diplomat, and a president.
- Playwright and poet William Shakespeare was trained as an actor.
- Gregor Mendel (Mendel's law of heredity) was an Austrian monk and an amateur scientist.
- Poet Wallace Stevens was a practicing lawyer.
- Philosopher and art critic Ananda K. Coomaraswamy originally trained as a geologist.
- Zen art historian Yasuichi Awakawa was trained as an economist.

TEN WAYS TO A SUCCESSFUL JOB TRANSITION

*Everyone has been made for some particular work,
and the desire for that work has been put in every heart."*

– RUMI –

Starting something new, even if it's exciting, causes some trepidation. It used to be you were a "lifer" at your job. The trend is to switch jobs approximately every three years, working for upwards of 10 different companies over the course of a lifetime.

If leaving your job is someone's choice besides your own, you are likely to follow an emotional pattern of shock, bargaining, anger, depression, and then acceptance. These are all normal reactions that vary in degree according to each individual.

If leaving is your idea, there are still unknown factors that can contribute to some anxiety. Even if you have a position lined up before you leave, there can be concerns about not liking your new co-workers, the workload, even the commute.

The point is, not knowing the future makes many of us a little nervous. Here are some ways to cope.

Step 1 – Before you go to bed at night, review your day.

Identify how you used your time. Pat yourself on the back for accomplishing the things you had planned. Note where you can make better use of your time tomorrow.

Step 2 – Plan your time daily by starting the night before.

Start each day with a list you've made the previous evening of what you will accomplish today. Skip this step and you're destined to spend your day reacting and regrouping. That wastes a lot of energy. Pick 3-5 very important things you need done and highlight those. These are your goals. Make a secondary list of other incidentals that need to be addressed (This list can be moved over to the next day if you don't have time for it).

Step 3 – Reevaluate your purpose.

Transition is a perfect opportunity to take inventory of what's inside. Think of one of your most thrilling childhood memories - waking up on Christmas morning, riding your first roller coaster. What makes you feel that excited today? Don't think about what you're supposed to say. Let your imagination run. It's time to feel that excited again. Where is your purpose being directed during this job searching process? Does this align to who you are and what you most want for yourself? It's important to look at your purpose and evaluate it to make sure it is coming from a place that aligns to who you are.

Step 4 – Accentuate the positive.

"Count your blessings," as they say. Look at what's positive in your life now, as well as down the road. Writing these things down is powerful stuff.

FIND A JOB IN 14 DAYS

Step 5 – Define your new future.

You've got a blank canvas in front of you. You can really do whatever it is you want. This is your chance. Let go of things that hold you back. Get more education if you need it. Toggle options around that appear to be obstacles. Obstacles can be moved.

Step 6 – Create better habits.

Give your habits an overhaul. Don't stay up too late at night. Schedule your days ahead of time. Exercise and eat right. Everything in moderation. Respect yourself, whether at work or play and you'll get respect from others.

Step 7 – Uncover your strengths.

Raise your self-confidence by listing all the things you're good at. You don't have to limit your list to work-related items.

Step 8 – Keep your promises to yourself.

When given the choice between letting someone else down or yourself, it's easiest not to come through for yourself. Self-trust is very empowering. It forces you to come from your strongest, most stable place and transcend limitations.

Step 9 – Learn new skills.

You have to keep on top of the tools, but you can't learn them all. They change so quickly. Really assess your skills and expand the ones that interest you.

Step 10 – Appreciate your progress.

Transitions can be frustrating. They can also be exciting. Everything is fresh when you're in transition. Anything could unfold for you. Don't worry about making mistakes right now. This isn't a time of perfection. Take note of your accomplishments and be proud.

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

PART 2 SUMMARY

Congratulations on completing part 2 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

Luck is when preparedness meets opportunity.
– EARL NIGHTINGALE –

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

- 6. _____

- 7. _____

- 8. _____

- 9. _____

PART 3 – REAL RESUME RESULTS

Part 3 Checklist – Real Resume Results

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Rules for your resume
- “yes” and “no” on your resume
- Sample resume
- Part 3 Summary

RULES FOR YOUR RESUME

Great things are not done by impulse, but by a series of small things brought together.
– VINCENT VAN GOGH –

The resume isn't designed to get you the job, but to get you in the door. You're going to sell yourself in person once you get the interview.

There are two basic types of resume formats:

- the chronological-style and
- the achievement-style.

The chronological-style resume is for people staying in an industry in which they have some experience. These people also need to show pretty steady employment without gaps between jobs. Conversely, the achievement-style resume is for people with little experience, looking to switch careers, or who have breaks in employment. The components to a resume are generally in this order:

Number 1 – Contact information

Should briefly cover your name, address and one or two numbers you can be reached at, including area code and e-mail.

Number 2 – Career objective

Briefly explain the level of position you are looking for, the strengths you have to succeed at this position and how your skills will contribute beneficially to your future employer. Be sure to have different resumes for different types of work.

Number 3 – Background skill summary

Background skill summary - Answer the question, "What skills do you have that prove you could do this job?" Use strong adjectives to get your point across.

Number 4 – Work history

Starting from your last held job, continue in reverse chronological order for the past 7-10 years, or 5-6 jobs, if applicable. If there are no gaps between months of employment, include month and year of hiring/leaving. If there are gaps between months, but not years, use the year of hiring/leaving.

Note that if you are doing an achievement-style resume, you generally focus on your accomplishments and possibly the year of employment. See number 5.

Number 5 – Accomplishments and professional strengths in the workplace

List specific duties you performed along with the successful outcome briefly, separating each action by bullet points. By the way, avoid using the pronoun "I"; it sounds stronger to begin with a verb.

FIND A JOB IN 14 DAYS

For example,
Initiated warehouse liquidation, resulting in a savings of \$250,000.
Created a filing system of over 800 folders, making critical information available and easy-to-find for the entire staff

Number 6 – Achievements or honors related to work

Being asked to speak at a real estate convention may be useful to include if you're an architect. Or not. Use good judgment. If it's something related to work, use it. Otherwise, lose it.

Number 7 – Education

Education and professional training - List your highest achievement first including your area of study, the school and the date (optional). Don't list high school unless there was no further education. Again, if it isn't relevant to your objective, lose it.

Number 8 – Memberships or affiliations relevant to your field (optional)

Only include them if they are related to the career objective.

Number 9 – References

Generally these are only available on request anymore. You need to have a list of three or more with phone numbers and addresses available if asked. It's perfectly acceptable to hand those over separately from the resume or even call back with them later.

Number 10 – Don't ever lie on a resume

Things are far too easy to check out with all the information available today. You won't come out looking good no matter what.

“YES” AND “NO” ON YOUR RESUME

Press on! A better fate awaits you.
– VICTOR HUGO –

YES

- Verifiable truths
- One page
- Error-free
- Accompanied by cover letter
- White, cream or gray paper
- Simple fonts
- Lots of white space and bullet points
- Strong verbs describe accomplishments
- Correct contact information
- Easy-to-scan

NO

- Lies
- Spending too much time preparing it at expense of job hunting
- Errors
- Pictures
- Personal information
- Listing "References Available on Request"
- Lengthy pages
- Colorful backgrounds
- Fancy fonts
- Salary history, even if requested

SAMPLE RESUME

JOEL GARFINKLE

6666 Joel Street ♦ Joel, CA 94666 ♦ 666-333-4444 ♦ joel@comcast.net

SUMMARY OF QUALIFICATIONS

- Senior sales management experience for over 25 years.
- Instrumental in implementing and developing a business unit of \$175 million in sales with 15 branches focused on corporations, businesses and government agencies.
- Responsible for building a \$100 million business over 15 yrs in 20 locations.
- Implemented major changes to build and establish close vendor relationships by targeting accounts, quantifying projects and creating clear strategic viewpoints to increase business by 75%.

PROFESSIONAL EXPERIENCE

VICE PRESIDENT, SALES

2003 - Present

xxxxxxx Comapny - xxxx, CA

- Directed sales and marketing efforts responsible for growing business over 50% from \$85 million in sales to over \$170 million in less than 5 years.
- Launched a new major product category into 6 of xxxxx branches adding over \$10 million in sales.
- Drove purchasing improvements to improve manufacturer rebates by over 30% and helped to improve gross margins by over 2% adding over \$1.5 million in gross margin dollars.
- Introduced specialty and accessory products which contributed over \$5 million in sales at 40%+ gross margins.
- Pioneered strategic development and tactical launch of “on line” job tracking and customer prospecting system, which reaches over 100 sales reps with an internal follow-up assuring its’ success.
- Championed a fully functional corporate “I-Learning” training and a “Branch Mentor” programs which applies to sales trainees through senior representatives. This program has rapidly been adopted and is presently in use by over 100 managers and sales representatives. This program stresses performance metrics, implementation and assessment.

SENIOR VICE PRESIDENT NATIONAL MARKETING MANAGER

1996 - 2003

Specialty Products & Insulation – xxxxxx xxxxxx – Oakland, CA

- Recruited companies entire architectural sales and management team created empowering and collaborative work environment. This team was responsible for xxxx growing to be the largest commercial customer for xxxxxxxx division.
- As Sr. Vice President was responsible for all sales and marketing for the xxxxxxxx business unit for xxx, which grew to 20 branches contributing over \$100 million in sales. Grew the xxxxx sales to account for over 35% of xxx \$300 million total revenue.

- Responded proactively in February 1999, to a raid by competitor of xxxx California branch and operations manager and 2 of four sales reps. Recruited new management and sales team and directly assisted them to grow the business 50% in 1999 vs. 1998 and an additional 28% in 2000 to \$17 million in branch sales.

VICE PRESIDENT AND REGIONAL MANAGER

1987-1996

Specialty Products & Insulation, xxxxxx xxxxxx – Oakland, CA

Spearheaded the start up of the architectural specialty distribution business for xxx in Florida, Philadelphia, New Jersey and Chicago.

- Profitably grew the business to over 75 employees including 8 Branch managers, sales, warehouse and drivers. With sales of over \$55 million.
- Played key role with acquisitions in Houston, Atlanta, Philadelphia and Ohio reporting directly to the President, which added over \$20 million in sales.
- Stimulated continued growth with the launch of revolutionary marketing strategies focusing on smaller and medium sized contractors thorough web-based direct marketing and strategic plans to close target projects with key accounts.

EDUCATION

Bachelor of Science, xxxxx State University

1985

Masters of Business Administration, xxxxx

1987

PART 3 SUMMARY

Congratulations on completing part 3 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

I do not think there is any other quality so essential to success of any kind as the quality of perseverance. it overcomes almost everything, even nature.

– JOHN D. ROCKEFELLER –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PART 4 – ELEVEN SECRETS TO GET A JOB FAST

Part 4 Checklist – Eleven Secrets to Get a Job Fast

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Eleven secrets to finding the job you need fast
- Finding company information
- Part 4 summary

ELEVEN SECRETS TO FINDING THE JOB YOU NEED FAST

Tentative efforts lead to tentative outcomes. Therefore give yourself fully to your endeavors. Decide to construct your character through excellent actions and determine to pay the price of a worthy goal. The trials you encounter will introduce you to your strength. Remain steadfast ... and one day you will build something that endures; something worthy of your potential.

– EPICTETUS, ROMAN TEACHER, PHILOSOPHER 55–135 A.D. –

Job searching is mostly an overwhelming experience. Here are ten ways to break down this process into a series of steps.

Step 1 – Assess Yourself

Understand who you are and what you most enjoy. Look at your values, preferences, interests, strengths, past accomplishments and find the activities where you had flow.

Step 2 – Prepare and organize yourself to stay focused

Treat your job search as a full-time position in which you set a daily and weekly schedule and spend at least eight hours a day toward finding it. Be prepared for rejection. Looking for work can be hard and take over six months or more. Utilize a record-keeping system of your job search contacts and progress. Offer yourself a reward system for achieving daily and weekly goals.

Step 3 – Research work that interests you through informational interviews

Make a list of all the various types of work for which you are interested in doing. Conduct informational interviews, which will help in gathering information, knowledge and reliable facts about the passionate work you want to be doing.

Step 4 – Prepare a targeted resume

Develop a resume that targets the type of work you are most interested in.

Step 5 – Develop successful interview skills

It's important to demonstrate to the interviewer your self-confidence, your interest and enthusiasm for the work you are applying for and your positive attitude. This is the time to bring your best self to your potential opportunity.

Step 6 – Contact potential employers

Arrange job interviews by contacting the employers you are most interested in.

FIND A JOB IN 14 DAYS

Step 7 – Post interview steps

Take notes and evaluate how well the interview went. Look at what went well, what you need to improve upon, the skills you need to highlight more next time and how well the interview went.

Step 8 – Send a follow-up letter

After the interview, send a follow-up letter thanking them for the time and consideration. This is an opportunity to reiterate your desire for the position and why you are most qualified for the job.

Step 9 – Network yourself into a job

Networking is giving and receiving information, ideas, referrals, recommendations, leads and support. It's about utilizing the sources of information and resources available for you and being one yourself. Everyone you meet is a potential source of contacts. Basically bringing people together in any form is networking.

Step 10 – Develop support for your job search

The job search can be one of the most discouraging and challenging times to work through. You need to create a group of people who can support you, motivate you and keep you moving forward until you land the job you want. They can help you clarify decisions and ideas about what is best for you. They can become a network of people helping you create more contacts, places to research and ways to get what you want.

Step 11 – Research existing organizations

As you learn more information about the companies you want to work for, you begin to see how you can stand out from other job searchers. See the next section on where to find out information about a company.

List two action steps you will take based on the above section.

1. _____

2. _____

FINDING COMPANY INFORMATION

*Our prayers are answered not when we are given what we ask,
but when we are challenged to be what we can become.*

– MORRIS ADLER –

Below is a list of resources to help you research a company.

Annual reports

If there's time, call and ask to be sent an investor package in the mail.
Annual reports online, visit this site <http://www.annualreportservice.com/>
Or use search engines such as Investor Relations Information Networks: www.irin.com.

Current or former employees who work at the company

Chamber of Commerce local chapter

10-K Filings

You can also use the Internet to search for companies' 10-K filings with the SEC. To search for 10-K filings, visit InvestQuest: www.investquest.com.

Company web sites

If you don't know it, call reception at the company and ask for it.

Public libraries

You can often get a real, live person to direct you to the most productive areas. Many are online now, too.

Hoover's Online, <http://www.hoovers.com>

Full access to this site requires a subscription, but there is a lot of information you can access for free.

NASDAQ, <http://www.nasdaq.com>

You're restricted to only publicly traded companies here, but the information is invaluable.

Newspaper archives

These are often found on the Internet now. Or head to your public library.

Trade publications catering to the industry you're interested in

FIND A JOB IN 14 DAYS

Multi-indexed research web sites

Brint, <http://www.brint.com/interest.html>
 CEOExpress, <http://www.ceoexpress.com/>

Better Business Bureau, <http://www.betterbusinessbureau.org/>

Here are the resources from *Zen and the Art of Making a Living* by Laurence Boldt:

- **Career Employment Opportunities Directory: A Guide to Career Employment Opportunities, Volume 1: Liberal Arts and Social Sciences, Volume 2: Business Administration, Volume 3: Engineering and Computer Science, Volume 4: Sciences.** Renetzky, Alvin, ed. Santa Monica, Calif.: Ready Reference Press, 1985.
- **Career Guide to Professional Associations: A Directory of Organizations by Occupational Field, Second Edition.** Staff of Carroll Press. Cranston, R.I.: Carroll Press, 1980.
- **Community Jobs: The National Employment Newspaper for the Non-profit Sector.** A monthly publication providing a monthly listing of socially responsible jobs and internships. Available from Networking in the Public Interest, 1001 Connecticut Ave., NW, Washington, DC 20036, (212) 785-4233.
- **Company Information: A Model Investigation.** Washington, D.C.: Washington Researchers Publications, 1983.
- **Directories in Print.** Desjardins, Dawn Conzett. Detroit: Gale Research Co. Published annually in January.
- **The Directory of Business Information Resources: Associations, Newsletters, Magazines, Trade Shows, Directories, Databases.** MacKenzie, Leslie. Lakeville, Conn.: Grey House Publishing, 1998.
- **Encyclopedia of Business Information Sources.** Woy, James. Detroit: Gale Research Co. Published biennially in November.
- **The Foundation Directory.** Tuller, Michael, ed. New York: The Foundation Center. Published biennially in March.
- **Guide to Careers in World Affairs.** Foreign Policy Association, ed. Manassas, Va.: Impact Publications, 1993.
- **How to Find Information about Private Companies.** Washington Researchers Publishing, Washington, D.C.: Washington Researchers Publications. Published annually in March.
- **Information U.S.A.** Leske, Matthew, and Sharon Zarozny. New York: Penguin, USA. 1986.
- **International Employment Hotline. A monthly survey of the international job market, listing international job openings available to U.S. citizens.** Published by Direct Communications, 24 Wales Street, PO Box 6628, Rutland, VT 05702-6628. (802) 747-3376. Email: info@direct-com.com.

FIND A JOB IN 14 DAYS

- **Jobs '98.** Petras, Kathryn, and Ross Petras. New York: Fireside, 1996.
- **National Trade and Professional Associations of the United States.** Downs, Buck R., Wilson Hardy, and Nathan L. Cantor, eds. Washington, D.C.: Columbia Books, Inc. Published annually in March.
- **Peterson's Job Opportunities for Engineering and Computer Science Majors.** Peterson's Guides. Princeton: Peterson's Guides. Published annually in August.
- **Places Rated Almanac.** Savageau, David, and Geoffrey Loftus. New York: Macmillan, 1997.
- **The Service Edge: 101 Companies that Profit from Customer Care.** Zemke, Ron. New York: New American Library, 1990.
- **Taft Foundation Reporter.** Yvette, Henry, ed. Washington, D.C.: The Taft Group, 1990.

BUSINESS REFERENCE WORKS

- **Annual Reports of Corporations.** Ask your reference librarian for access to these reports. You may find more complete information in a business library than a regular public library. All the business and finance libraries in the United States are listed in: Subject Directory of Special Libraries and Information Centers, Vol. I, Business and Law Libraries. Labash-Young, Margaret, et al., eds. Detroit: Gale Research Co. Published annually in November.
- **Dun & Bradstreet Million Dollar Directory.** New York: Dun & Bradstreet. Published annually in February/March.
- **MacRae's Blue Book.** Deydo, Harry P., ed. New York. Published annually in March/April.
- **Moody's Manuals.** New York: Moody's Investor's Service, Inc. Published annually.
- **Poor's Register of Corporations, Directories and Executives.** New York: Standard and Poor's, Subsidiary of McGraw-Hill. Published annually in January.
- **Thomas Register of American Manufacturers.** New York: Thomas Publishing Company. Published annually.
- **Ward's Directory.** Detroit: Gale Research Co. Published annually.

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

PART 4 SUMMARY

Congratulations on completing part 4 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

If you are clear about what you want, the world responds with clarity.

– LORETTA STAPLES –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PART 5 – OVERCOMING REJECTION

Part 5 Checklist – Overcoming Rejection

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Ten ways to learn from rejection
- Defeat - - - Setback - - - Success
- Part 5 summary

TEN WAYS TO LEARN FROM REJECTION

*“If you stay committed, your dreams can come true.
I left home at 17 and had nothing, but rejections for 25 years.
I wrote more than 20 screenplays, but I never gave up.”*

– MICHAEL BLAKE –

(Dances With Wolves Screenplay – Best Picture Oscar)

Number 1 – Use rejection as a stepping-stone to a successful job search

We all experience rejection. It's our reaction to our failures that distinguishes the people who get the job they want.

Number 2 – Rejection is a short-term setback

Realize that rejection is not a permanent condition, but a short-term setback. Rejections are temporary, but landing your job will be permanent.

Number 3 – Rejection is only as big as you make it

Don't take rejection personally. It probably has nothing to do with you. Most likely it's the job that was a poor fit or ill timing, and not a reflection of you as a person.

Number 4 – Accept the reality that rejections are part of the job search

There are always rejections when you are going after a job. Otherwise there would be hundreds of people serving in the same position. Someone has to hear, "Sorry, we can't hire you at this time." When your pursuit is a job, you will go through more rejection as part of defining and exploring your ideal career.

Number 5 – Focus on the progress of your job search

Celebrate the positive things you've learned about yourself in the process. Every time you practice your spiel about what an accomplished candidate you are, it sinks in deeper that you are pretty terrific. Practice breeds confidence.

Number 6 – Accept responsibility for your part in the rejection

Don't beat yourself up, but ask yourself the following questions -- How can I improve upon this opportunity next time? How did my behavior affect my potential employers decision? What did I contribute to this situation?

Number 7 – The bigger the rejection, the closer you are to finding the exact job

The information you get in the rejection of a job that is important to you yields the key to success. Look closer to see what you need to change or adjust to find your ideal career.

FIND A JOB IN 14 DAYS

Number 8 – Use the information you gain from your rejections

Integrate this into your job search.

Information without implementation is useless. Rejection can be a learning opportunity. Discharge the disappointment and pain. Implement your newfound insights into your job search.

Number 9 – Try to see the rejection from an objective point of view

How do you figure the interviewer came to the decision to pass you over for this position? If you can put yourself in his shoes, you may see things that can help you in future interviews.

Number 10 – Use the power of positive pressure

None of us is immune to adversity. In fact, believe it or not, we actually thrive on it. Notice that none of the super heroes are great until they are pressured to save the world. The rest of the time they are dweeby alter egos. Pressure drives them to greatness. The difference between a lump of coal and a diamond is the pressure applied.

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

DEFEAT - - - SETBACK - - - SUCCESS

What we need is more people who specialize in the impossible.

– THEODORE ROETHKE –

Two Frogs: a Parable about defeat

A group of frogs were hopping contentedly through the woods, going about their froggy business, when two of them fell into a deep pit.

All of the other frogs gathered around the pit to see what could be done to help their companions. When they saw how deep the pit was, they agreed that it was hopeless and told the two frogs in the pit that they should prepare themselves for their fate, because they were as good as dead.

Unwilling to accept this terrible fate, the two frogs began to jump with all of their might.

Some of the frogs shouted into the pit that it was hopeless, and that the two frogs wouldn't be in that situation if they had been more careful, more obedient to the froggy rules, and more responsible.

The other frogs continued sorrowfully shouting that they should save their energy and give up, since they were already as good as dead.

The two frogs continued jumping with all their might, and after several hours of this, were quite weary.

Finally, one of the frogs took heed to the calls of his fellow frogs.

Exhausted, he quietly resolved himself to his fate, lay down at the bottom of the pit, and died.

The other frog continued to jump as hard as he could, although his body was wracked with pain and he was quite exhausted. Once again, his companions began yelling for him to accept his fate, stop the pain and just die.

The weary frog jumped harder and harder and, wonder of wonders, finally leaped so high that he sprang from the pit.

Amazed, the other frogs celebrated his freedom and then gathering around him asked, "Why did you continue jumping when we told you it was impossible?"

The astonished frog explained to them that he was deaf, and as he saw their gestures and shouting, he thought they were cheering him on. What he had perceived as encouragement inspired him to try harder and to succeed against all odds.

This simple story contains a powerful lesson. Every rejection you receive is an inspiration of encouragement. It gives you insight, understanding and direction to what is and isn't working in regards to your job searching process.

FIND A JOB IN 14 DAYS

A Symphony of Setbacks

Achieving the desires of a lifetime often require an unquenchable spirit, sweat and energy-well beyond what we think is possible or even reasonable.

These prerequisites culminate in one overriding quality-undying commitment.

So how do we know when we are committed enough?

Easy, whenever we achieve what we set out to do, as the individuals making up the melody for this five-part "symphony of temporary setbacks" so harmoniously demonstrate:

- Cyrus H.K. Curtis lost over \$800,000 on the Saturday Evening Post before his initial investment even returned a measly \$1 profit.
- Marathoner Joan Benoit underwent knee surgery only 17 days before the U.S. Olympic trials, her determination enabled her to not only make the team, but also to capture the first-ever Olympic gold medal for her event.
- The great Fran Tarkenton was told he was too small to be a quarterback, too slow on his feet and too weak to take the punishment. However, this young man from Georgia's diehard efforts resulted in the longest running reign for a quarterback in NFL history.
- Michelangelo endured seven long years lying flat on his back on a scaffold to paint the Sistine Chapel.
- In 1902, the poetry editor of the Atlantic Monthly returned the work of a 28-year old poet with the following note: "Our magazine has no room for your vigorous verse." Robert Frost persevered.

We may never write legendary poetry, win Olympic gold, invent a new product or start a multimillion-dollar magazine-but whatever our dreams are, the willingness to commit until we conqueror will determine if our "symphony of setbacks" ends on a high or a low note.

Exchanging Setbacks For Success

The above points show how some world famous individuals and organizations used their setbacks to fuel lasting success by internalizing the following three principles:

1. Achieving the desires of a lifetime requires an undying commitment well beyond what we think is possible or even reasonable.
2. We know when we are committed enough to our dreams, whenever we finally achieve what we set out to do.
3. Our willingness to commit until we conqueror determines if our life's "symphony of setbacks" ends on a high or a low note.

FIND A JOB IN 14 DAYS

Lincoln's Road to the White House: a journey toward success

- Failed in business in 1831.
- Defeated for Legislature in 1832.
- Second failure in business in 1833.
- Suffered nervous breakdown in 1836.
- Defeated for Speaker in 1838.
- Defeated for Elector in 1840.
- Defeated for Congress in 1843.
- Defeated for Congress in 1848.
- Defeated for Senate in 1855.
- Defeated for Vice President in 1856.
- Defeated for Senate in 1858.
- Elected President in 1860.
- Remembered forever.

Lincoln became president because of the adversity he faced.

A difficult marriage, bouts of depression and an unsuccessful term in Congress.

From the depths of darkness, he was able to become our greatest president.

PART 5 SUMMARY

Congratulations on completing part 5 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

*I know the price of success: dedication, hard work, and
an unremitting devotion to the things you want to see happen.*
– FRANK LLOYD WRIGHT –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PART 6 – WHAT ARE YOU LOOKING FOR?

Part 6 Checklist – What Are You Looking For?

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Beginning steps to the job you want
- What is the job I am searching for?
- Part 6 summary

BEGINNING STEPS TO THE JOB YOU WANT

Wherever you are is the entry point

– KABIR –

The first steps in job searching are to figure out where you want to go. To help you decide where you want to be, even if you think you know, you can write down everything you've ever thought about doing.

Step 1 – Make a list of a handful of occupations that interest you.

Use the Internet, library or informal interviews to get a clearer idea where that industry is and where it's going. Once you start writing, you may see a pattern. Look for things that you love, not just things you "should" be doing.

Step 2 – For each area of interest, write down any contacts. (or people who can lead you to contacts)

You're going to be networking, or developing relationships with these people. Keep written records in one place of these names, addresses and phone numbers. Also note the dates you made contact and any pertinent info.

Step 3 – Write a career objective for each industry in which you are interested.

A potential employer needs to know where you fit in his industry. A resume, your success stories, your target companies will all be determined by your career objective. This statement needs to include the type of job you want, your strengths and what you can offer this company as an employee.

Step 4 – Zero in on the companies that are candidates for your employment.

What's important is not whether or not they have a position open, but if you want it. This is the stage where you have no limitations. Let your imagination run.

Step 5 – Figure out and write down what these companies need. (and what you could contribute)

Writing things down is a powerful process that is going to help you mold the job that is right for you. You can always regain your focus and confidence by referring back to a strong statement you wrote for yourself.

Step 6 – Get some feedback from a contact in the industry.

You've done some research, so it's pretty likely that you're on target. Be certain. If you don't already have a contact in that industry, you're going to need one. Use the phonebook if necessary, but do a little research so you know you're getting someone who knows his/her stuff.

Step 7 – Narrow your target down to one or two industries.

Once you've done this preliminary legwork, you should feel pretty comfortable that you are looking in the industry that's right for you.

FIND A JOB IN 14 DAYS

Step 8 – Set up an informational meeting with a decision-maker. (or personal contact in your target company)

Go through the proper channels to get an interview. Never pop into a decision-maker's office or stalk him at lunch.

Step 9 – Honestly review your strengths, accomplishments and shortcomings.

We're all human with positive and negative aspects. You'll make the best impression if you have a true evaluation of who you are and how you work. And you'll find yourself in a position that is a better fit for you as well.

Step 10 – Write your elevator speech

If you were in an elevator with the “person who has the power to hire you” for the ideal company you want to work for, could you communicate clearly what you can do for him before he gets off of the elevator? You must communicate your carefully constructed message in a brief and clear way. In one minute you will be informing the other person the most important information about yourself before the elevator reaches the ground floor. Summarize your top achievements/skills/experience that are most relevant to the job you are being asked about.

List two action steps you will take based on the above section.

1. _____

2. _____

FIND A JOB IN 14 DAYS

WHAT IS THE JOB I AM SEARCHING FOR?

If you are clear about what you want, the world responds with clarity.

– LORETTA STAPLES –

DESCRIBE THE FOLLOWING –

Type of environment you want to work in

Examples: I want to work in a fast-paced setting where something new happens all the time; I want to work in a controlled, steady environment where I know what to expect.

Type of people you want to work with and enjoy being around (What characteristics do they exhibit?)

Examples: People who are creative, enthusiastic, excitable, calm, methodical, unemotional, organized, detail-oriented, free-thinking, wild, focused, young, mature, experienced.

Number of hours you want to work each day

Examples: I want to work 4 hours a day to allow plenty of time for creative activities; I want to work 8 hours a day to achieve my goals faster.

Type of responsibilities you want to assume

Examples: I want to be responsible for those areas I am experienced with; I want to be responsible for all decisions.

FIND A JOB IN 14 DAYS

Who you want to report to

Examples: I want to report to the person in charge of my specialized area; I want to report to the top person; I want to be the top person and report only to myself.

Type of company you want to work for (culture, size, integrity, reputation, or entrepreneur etc.:)

Examples: I want to work for a small company that allows creativity; I want to work for a large company that has an established reputation; I want to work for myself.

Where you want to work

Examples: I want to work in a corporate office surrounded by other professionals; I want to work in an office that has few restrictions; I want to work from home.

Type of compensation (salary, benefits)

Examples: I want a salary based on my contributions with the option to choose what benefits I need; I want a guaranteed set salary with a full benefits package.

Type of fulfillment

FIND A JOB IN 14 DAYS

Examples: I want to feel I've made a difference in the world; I want to make a difference in the field that is important to me; I want to know my family respects me.

Type of achievements

Examples: I want to create new tools; I want to find new solutions to society's problems; I want to make a difference to the world.

Type of balance

Examples: I want my day to be an even mix of play, work and creativity; I want most of my time dedicated to the goals I want to achieve; I want most of my time free to be creative.

Type of support and mentoring

Examples: I want to have a close-knit support group of people and mentors whom I admire and respect; I want to have a large extended association of like-minded professionals I can contact as needed.

Type of pace at work daily

Examples: I want a fast-paced day filled with something new and challenging; I want a steady pace that allows me time to process work as I get to it.

PART 6 SUMMARY

Congratulations on completing part 6 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

Nothing is particularly hard if you divide it into small parts.

– HENRY FORD –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PART 7 – NETWORKING INTO THE JOB

Part 7 Checklist – Networking Into The Job

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Networking evaluation
- Who is your network
- Increasing your network.
- Networking worksheet
- Referral contact listing
- Ten networking tips
- Part 7 summary

INCREASING YOUR NETWORK

What this power is I cannot say; all I know is that it exists and it becomes available only when a man is in that state of mind in which he knows exactly what he wants and is fully determined not to quit until he finds it.

– ALEXANDER GRAHAM BELL –

For each question, provide specific details.

1. List the professional and personal associations you belong to that relate to the work you want to do. If you don't have any, research which organizations would be appropriate.

_____	_____
_____	_____
_____	_____
_____	_____

2. List the names of new contacts you have developed in the past year as a result of your network connections. If you don't have any, develop a plan that would help you find these contacts.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What monthly event do you attend that let's you share the work you are most interested in? If none, research what functions take place in your community and how you could join.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Who can you speak freely with regarding the type of work you want to do?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FIND A JOB IN 14 DAYS

5. List the people you've introduced yourself to in the past month while networking.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Describe as many ideas and resource as you possibly can which will help you move closer to landing your job.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Create a list of acquaintances and colleagues whom you could contact for further resources.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Networking is a difficult process for many people. It means putting yourself out there and making yourself vulnerable to the scrutiny of others. In essence, you are asking a favor of them and you may not feel worthy. But remember, they are there for the same reason. You have knowledge, experience and contacts that can benefit them. And, if you approach this situation with the idea that you can help them, would you not extend your hand to introduce yourself to a stranger? It's as simple as "Hello, my name is _____."

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

FIND A JOB IN 14 DAYS

DISCUSSIONS GROUPS / FORUMS

You can ask or answer questions related to the interest of the group. You can also post job openings and resumes. To locate newsgroups for your career area, try:

Google Groups: <http://groups.google.com/>

Yahoo Groups: <http://groups.yahoo.com/>

CareerJournal from the Wall Street Journal (moderated discussion board):

<http://208.185.149.126/WebX?13@@.ee8b852>

ASSOCIATION WEB SITES

Can provide career information, education resources and may offer sponsor chat rooms and/or provide access to membership directories. To find trade, professional, or industrial associations, try the American Society of Association Executives Gateway to Associations Online at

<http://info.asaenet.org/gateway/OnlineAssocSlist.html>.

LISTSERVS OR MAILING LISTS

Listsers are electronic discussions. You send an e-mail message to the group address and everyone who is a member of the group receives your message. They can then respond to your question or concern and provide another means of information and support. Professionals use them discuss significant industry topics, which assists you in developing job prospects and contacts in your field. To find mailing lists for your career area, try CataList at <http://www.lsoft.com/catalist.html>.

Make your list here:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TEN NETWORKING TIPS

Success on any major scale requires you to accept responsibility...in the final analysis, the one quality that all successful people have...is the ability to take on responsibility.

– MICHAEL KORDA –

Basically bringing people together in any form is networking. Most people network and don't even know they are doing it. Networking is giving and receiving information, ideas, referrals, recommendations, leads and support. It's about utilizing the sources of information and resources available to you.

Networking can be used to:

- introduce you to leaders in your field or other contacts, suggest companies you should target, provide job-search guidance, inform of specific job openings or serve as a sounding board.

Networking is NOT asking for employment. This makes people uncomfortable and puts you immediately at a disadvantage. Be sure you don't switch an informational interview into job interview mode. You'll lose face and trust with your contact. How we use our network is very important because it becomes a great reference tool.

Tip 1 – Write down a broad list of contacts.

Once you have focused in on the field you'll pursue, align that area with every relevant person you can think of to speak with. Think of people knowledgeable in your field, well-connected and/or willing to talk. Maybe your neighbor has a friend in your line of work. Maybe you're changing career direction. Comb through your list and see who could benefit you, after you've completed your list.

Tip 2 – Contact each person on your list with whom you'd like to meet.

Ask yourself what you can actually gain from a conversation with this person.
Are there answers you could learn from this person that might clarify your market research?
Do you want to learn more about a specific company?
Do you know how to progress in a particular field?

Tip 3 – Put yourself in the other person's shoes.

Why would this person be willing to take time out of his/her day to meet with you? Maybe it's a favor for another friend. Perhaps to help make them feel good. If pressed for an answer, be prepared. "So-and-so said you're considered an expert in this area and I wanted to pick your brain." Or, "I'm curious about where you see this industry going and so-and-so recommended I speak with you."

Tip 4 – Make an appointment via telephone.

When you call the person who referred you, use their name as a reference. Tell the new contact that you won't take up much time, and that this is primarily a market research interview. However, you shouldn't conceal the fact that you're looking for work. Remember to be exceptionally nice to whoever answers the phone. That is your gateway in the office.

FIND A JOB IN 14 DAYS

Tip 5 – Make it clear that you don't expect a job offer.

At this stage, this can only be construed as undue pressure. It's amazing what well-connected people can do for you when they want to. But why would they want to right now when they don't even know you yet?

Tip 6 – Get in. Focus. Get out.

Once you've made your appointment, be on time. Establish brief rapport, and then get down to business. Remind him/her you don't expect a job. This puts your contact at ease. Present who you are and what you're looking for. Explain options you're exploring. Ask questions regarding industry, specific companies, common problems, tried solutions, etc.

Tip 7 – Ask for referrals in closing.

These can be for future informational interviews or job leads.

Tip 8 – Get a business card.

You shouldn't be second guessing on someone's title. Also cards often have a direct line and an e-mail address, though use both sparingly, if at all.

Tip 9 – Maintain a record-keeping system.

In whatever format works best for you include the following information on each contact:

- | | |
|--|--|
| ➤ Who referred you | ➤ Date of each phone call and/or meeting |
| ➤ Name & title of person | ➤ Topics discussed |
| ➤ Name of assistant who answers the phone or receptionist | ➤ Personal insights |
| ➤ Company name, address, phone and any other pertinent numbers | ➤ Referrals, if any |
| | ➤ Follow-up action taken |

Tip 10 – Send a timely thank you note.

You'd be surprised how many people miss this simple, yet vital courtesy. Don't skip this opportunity to be in front of your contact's eyes once again.

List two action steps you will take based on the above section.

1. _____

2. _____

PART 7 SUMMARY

Congratulations on completing part 7 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

We all need someone in life's great marathon to buoy us and believe in us when the inevitable waves of defeat try to knock us down.
– DIANA NYAD –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PART 8 – THE INFORMATIONAL INTERVIEW

Part 8 Checklist – The Informational Interview

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Ten ways to prepare before doing an informational interview
- Ten ways to conduct an informational interview
- Part 8 Summary

PREPARATION BEFORE DOING AN INFORMATIONAL INTERVIEW

Some things have to be believed to be seen.

– RALPH HODGSON –

Hopefully you're motivated to network more. I can't stress enough how important it is for finding a job. Now that you have identified numerous contacts, let's move on to talk about how to conduct informational interviews with them.

Informational interviews are different from job interviews. You're not attempting to land a job so there is much less pressure. All you're doing is gathering knowledge and reliable facts about the work you want.

Go through your list of contacts and pick one person who has a job in your desired job field or whose job contains aspects of the job you want. Call that person and explain to him or her that you want to set up an informational interview. Briefly state your reasons and make sure to mention who referred you to them if applicable. Before meeting with this person, research as much as you can in advance using the Internet, word of mouth or company annual reports.

Here are some tips to get the most information out of your informational interviews:

Tip 1 – Establish a game plan.

What is your primary objective when you contact this person? How can they help you reach your goal? What information do you need? Do they know others you can interview?

Tip 2 – Keep your perspective.

Remember that this is an informational interview, not a job interview. One of the most common mistakes people make is scheduling an informational interview and then using it to promote themselves and ask for a job. There is no quicker way to lose respect and possibly a contact who can lead you to a future opportunity.

Tip 3 – Be prepared for each interview.

The person you're interviewing will gladly help if you value their time. Be prepared and show that you are a serious dream job hunter. Ask about the business, what he or she does and what you need to know to be successful.

Tip 4 – Ask questions to increase your understanding.

Be prepared to ask questions. What makes you successful in your job? Explain a typical day. What excites, instills passion in your daily work? Why were you drawn to this career? What do you like most and least about your job? What challenges do you face? What is your opinion of the industry's future? What skills are required to do this type of work?

FIND A JOB IN 14 DAYS

Tip 5 – Be respectful of the person’s time.

Their time is valuable. Request a specific block of time and honor that timeframe.

Tip 6 – Ask questions to increase your network and gain feedback.

Don’t leave the interview without asking the following questions: Is there someone you’d suggest I speak with in your organization? Will you introduce me to other professionals? Will you suggest professional associations I might contact? What advice do you have for someone in my situation? What are my most beneficial skills? Looking at my background and experience, how do you see me fitting into this field?

Tip 7 – Establish more contacts from each contact.

Walk away with at least two or three new contacts that will help further your dream job search.

Tip 8 – Keep contacts involved in your dream job search.

As you continue your dream job search, keep past interviewees abreast of how it’s going. Make sure to send thank you notes, especially if their information proved crucial to your getting a job. Ask if you can call in a few weeks and update them on your progress and ask for more contacts if they've thought of any.

Tip 9 – Find mentors.

Select role models from those you interview. How did they overcome barriers to achieve success? What did they learn in their search?

Tip 10 – Be persistent.

This is your opportunity to discover your ideal career. It’s out there waiting for you to find and give it a true home.

CONDUCTING AN INFORMATIONAL INTERVIEW

A wise person learns by the experience of others. An ordinary person learns by his own experience. A fool learns by nobody's experience.

– VERN MCLELLAN –

"Richard Nelson Bolles, author of *What Color Is Your Parachute?*, refers to the process as *trying on jobs to see if they fit you*.

- A wonderful benefit of informational interviews is that they can often lead to a job even though your initial goal is only information. The key to this is to not approach them as looking for a job. Let the person you are interviewing suggest a job to you instead.
- Go through your list of contacts and begin by picking one person who has a job in your desired field or whose job contains aspects of the job you want.
- Call that person and explain to them that you want to set up an informational interview with them.
- Briefly state your reasons for wanting this information and make sure to mention who referred you to them if applicable.
- Research as much as you can in advance using the internet, word of mouth or company annual reports.

Here are some specific tips to get the most information out of your informational interviews:

Tip 1 – Ask questions in order to increase your understanding.

Be prepared to ask questions at each informational interview.

- What makes you successful in your job?
- Explain a typical day.
- What excites, instills passion in your daily work?
- Why were you drawn to this career?
- What do you like most and least about the job?
- What challenges do you face?
- What is your opinion of the industry's future?
- What skills are required to do this type of work?

Tip 2 – Be cautious of the person's time.

Their time is valuable. Request a specific block of time and hold to this.

Tip 3 – Ask questions to increase your network and gain feedback.

- Don't leave the interview without asking the following questions:
- Is there someone you'd suggest I speak with in your organization?
- Will you introduce me to other professionals?
- Will you suggest professional associations I might contact?
- What advice do you have for someone in my situation?
- Looking at my background and experience, how do you see me fitting into this field?

FIND A JOB IN 14 DAYS

Tip 4 – Establish more contacts from each contact.

Walk away with at least 2-3 new contacts that will help further your job search.

Tip 5 – If you have one, use your key contact's name.

This establishes your credibility with the interviewer either via phone or in person. For example, "Naomi said you would be a great person to speak with." You're paying tribute to the interviewer and looking more like a valid candidate.

Tip 6 – Keep a mental list of strengths at hand.

If an accomplishment is always ready to roll off your tongue, you come across as more confident. Be prepared for any unexpected moments. Know your own boundaries, limits and standards.

Tip 7 – Prepare a 30-second opener.

You should have this little "commercial" ready at all times anyway. It comes in handy at cocktail parties and in elevators when you aren't expecting to network. Present who you are and what you offer. Communicate that you are a player so the person has an interest in speaking with you. Avoid arrogance. Before speaking on the phone, you should write out everything that you want to say.

Tip 8 – Keep contacts involved in your job search.

As you progress in your job search, keep past interviewees abreast of where you are and how it's going. Make sure to send thank you notes especially if their information proved crucial to your getting a job. Express interest in the organization and gratitude for the information provided. Ask if you can call in a few weeks and update them on your progress and ask for more contacts if they've thought of any.

Tip 9 – Confirm next steps and thank your contact.

If a face-to-face meeting is in order, great. Confirm the date, time and place. If your contact is only available via telephone, that's fine, too. Be sure to thank the person for his/her time and help at the end of this phone call.

Tip 10 – Find mentors.

Select mentors from those you interview. How did they overcome barriers to achieve success? What did they learn in their search?

List two action steps you will take based on the above section.

1. _____

2. _____

PART 8 SUMMARY

Congratulations on completing part 8 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

*There is no chance, no destiny, no fate that can circumvent or hinder or control
the firm resolve of a determined soul.*

– ELLA WHEELER WILCOX –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

PART 9 – INTERVIEW QUESTIONS

Part 9 Checklist – Interview Questions

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Ten questions to ask during a job interview
- Twenty potential interview questions you'll encounter
- Ten toughest interview questions
- Ten illegal interview questions
- Part 9 Summary

TEN QUESTIONS TO ASK DURING A JOB INTERVIEW

Insist on yourself, never imitate.

– RALPH WALDO EMERSON –

Question 1 – What are the expectations of the person to whom I would report?

Question 2 – What kind of a person are you looking for to fill this position?

Question 3 – What are the priorities of the position?

Question 4 – What are your company's growth plans for the future?

Question 5 – What unique approaches to _____ does your company use?
(fill in the field for which you are interviewing)

Question 6 – What do you particularly enjoy about what you do in the company?

Question 7 – What personally led you into this field?

Question 8 – What are the main problem areas that need attention in this position?

Question 9 – What resources are available to me to get my job done?

Question 10 – Where do we go from here in the interview process?
Will you contact me by the end of the week, for instance, or shall I call you?

TWENTY POTENTIAL INTERVIEW QUESTIONS YOU'LL ENCOUNTER

Experience is the comb that nature gives us after we are bald.

– BELGIAN PROVERB –

Employer Question #1 – Where do you see yourself in five years?

One of the reasons employers ask this is to see if you're likely to stick around or are just looking for a jumping off place. The best way to answer this one is to let your interviewer know you are looking for a long-term commitment and are confident the company is fair in its promotion practices.

Employer Question #2 – What are your greatest strengths?

Be careful not to toot your own horn to the point of sounding arrogant. But don't be shy either. This is a question where preparation comes in handy. You should try to assess what the interviewer is really looking for before you answer. Tailor the list of strengths you have reviewed before this interview to what those needs are.

Employer Question #3 – What are your greatest weaknesses?

Watch out for this trap. It's a favorite and will knock you out of the ballgame if answered wrongly. One method is to disguise a strong point as a flaw. To say, "I'm not good at delegating and take on too much." This shows your employer that you're a hard worker. However, the best way to stay in the game is to assure your interviewer that everyone is human and has flaws, but there is nothing you can see that would stand in the way of you doing an outstanding job. Then reiterate some of your strengths.

Employer Question #4 – What interests you most about this job?

The interviewer is checking to see if you've done your homework. Make sure you have, and dazzle him with facts about the company. Check annual reports, the Internet, archived articles, web site, etc. Of course, you'll also want to use this question as a platform to highlight how your superior skills are a perfect match for this position.

Employer Question #5 – Why should I hire you?

This question is the whole purpose of the interview. Hopefully you were listening closely enough to uncover what the employer considers important qualities to that position. Then you can shine. By the way, whether or not it is actually spoken, you should make all attempts to bring an answer to the interviewer's attention.

Employer Question #6 – What kind of experience do you have for this job?

This is a great one to turn back around on the interviewer. Find out what projects they have in mind for the first six months for this position. Then tailor the delivery of your skills to be a perfect match for their position.

FIND A JOB IN 14 DAYS

Keep in mind they are looking for someone to contribute to the company quickly in most cases, a quick study who won't drain their resources.

Employer Question #7 – What could you contribute to this company?

Another good one to turn the tables on. Ask them to help you answer this question by telling you what they would expect during the first six months in this position. Then spoon feed their answers back to them.

Employer Question #8 – Tell me about yourself.

A classic. This appears to be an ice-breaker, and it can be. But many candidates will ramble on or bring up issues they shouldn't. Practice ahead of time. Start with the present go back briefly, highlighting accomplishments you think the interviewer will look for in filling this position.

Employer Question #9 – Why were you fired from your last job?

If you were fired, never lie about it. It will come back to haunt you. Practice being able to describe your situation from the company's point of view without any anger or bitterness. You'll make big marks as a professional.

Employer Question #10 – Why are you leaving (or did you leave) your present position?

Never talk badly about your previous boss or company. It's unprofessional and speaks volumes about what kind of person you are to the interviewer. If you haven't decided whether or not to leave your current position, it's okay to admit it. Again try to find out what the employer is looking for in a new hire and give it to him. The best reasons for moving on are opportunity, responsibility, growth or more money.

Employer Question #11 – Aren't you over-qualified for this position?

The interviewer is concerned that you'll be bored and move on. The best way to address this one is to reassure him that this is the work you'd be happiest doing. The opportunity is more important to you than title or money.

Employer Question #12 – Tell me honestly about your former boss.

(strengths and weaknesses)

Remember NEVER be negative. It can be tempting, but it will make you look bad. Besides, the interviewer doesn't really care about your other boss. He's testing your loyalty.

Employer Question #13 – How do you feel about reporting to a...

(younger person, woman, minority, etc.)?

Of course this won't make a difference to you and you will let the interviewer know so in no uncertain terms. You might add that you appreciate a company that promotes and hires on merit alone. That's the kind of company you want to work for.

FIND A JOB IN 14 DAYS

Employer Question #14 – Who has inspired you in your life and why?

This one can catch you off guard. Fortunately, you're reading about this now and have time to think back to an inspiring fellow. You might want to have several options bringing out different qualities you admire depending on the circumstance.

Employer Question #15 – Would you ever lie for the company?

In the war of loyalty versus integrity, integrity rules. Assure your interviewer that you would never do anything that could hurt the company.

Employer Question #16 – How do you feel about working nights and weekends?

Well, how DO you feel about working nights and weekends?

You have to be honest about that to yourself as well as in any potential job. If you're a workaholic who gets the majority of life's needs from work, tell the interviewer. If, on the other hand, you have a family to get home to, ask what the schedule norm is for the top people at the company.

The best answer is to let the interviewer know that you do exceptional work regardless of the time constraints.

Employer Question #17 – Are you willing to travel or relocate?

Are you willing to travel or relocate? If so, let the interviewer know. If you have reservations, you can try one of two options. The first is to say, yes, you are willing so you don't get knocked out of the competition if you're really interested in this job. The second is to let the interviewer know you have reservations about travel or relocation, but would consider it for the right opportunity.

Employer Question #18 – Why have you had so many jobs?

The interviewer is concerned you may leave quickly. Your best bet is never to lie or be negative. Instead describe how each position helped make you the qualified candidate you are today for his company.

Employer Question #19 – If you won the lottery, would you still work?

This question investigates your work ethic. If you say you'd never set foot in an office again, you look like a slacker. A Pollyanna answer about how you'd always want to work no matter what will make you look silly. Acknowledge that it would be great to have all the flexibility of more funds, but that you get the most satisfaction out of a job well done.

Employer Question #20 – Describe your ideal job.

The only answer to give in this case is to describe the position and company you're interviewing with. Be sure to throw in any specific benefits or facts you know about the company.

THE TEN TOUGHEST INTERVIEW QUESTIONS

*We must have courage to bet on our ideas to take the calculated risk and to act.
Everyday living requires courage if life is to be effective and bring happiness.*

– MAXWELL MALTZ –

For my interview with Ernst and Young, I actually prepared 60 hours and focused a lot of that time on visualization. After I landed the job, the general manager of the company told me that I actually beat out a consultant with a few years more experience because I was so clear and prepared in the interview.

Also, my interview process with Accenture was very lengthy – five interviews over a period of four months. During that time I was also interviewing with other companies and getting other offers. While I was waiting in the lobby for my final interview with the senior partner, I secretly hoped he'd give me a tough enough interview so that all this work I had put into preparing would pay off.

My wish came true. The person was a very serious, direct person and within the first 30 seconds of the interview he asked me the hardest question I'd ever been faced with in all my years of interviewing. With no visible smile or emotion on his face, he asked me:

You've been with our company for one year. You work for Andersen Consulting in a change management practice. What does the change management practice do? I want to know the project you're working on, I want to know the people you're working with, I want to know the roles and responsibilities you have in your job. I want to know exactly what you do daily. I'm listening. Go ahead.

I had to know the company inside and out in order to give an answer as good as someone who's already been working there for a year. Almost impossible, right? Luckily, in my research, I had just spoken to someone who worked for Accenture in a change management practice. I knew exactly what they did. I immediately whizzed off my answer.

Toughest Question #1 – Tell me about something you did that you're embarrassed about.

Never admit to a regret in the interview. Let the interviewer know that you don't focus on things that didn't go well but rather on exceptional progress and superior work.

Toughest Question #2 – The silent treatment.

This unnatural tactic is designed to see how you hold up under stress. After asking a question, or maybe at the start of the interview, the interviewer will stare at you or ignore you to make you uncomfortable. The gut reaction is to fill in the void with conversation and the tension level rises. This loses its power when you refuse to be intimidated by it and sit there until it's over.

Toughest Question #3 – When has your work been criticized?

This is a tricky way to get you to admit to a weakness. Since we've all been criticized it's pretty moot to deny it. Best bet is to pick a relatively minor issue that happened early in your career. Reassure the interviewer that you're grateful to have received that feedback so early in your career. It helped you learn and grow.

FIND A JOB IN 14 DAYS

Toughest Question #4 – What would you change in your past?

We all have things that we might have done differently, but then we wouldn't be who we are today. Let the interviewer know you like who you are and how you got here.

Don't admit that you would change anything.

Toughest Question #5 – Could you have done a better job in your last position?

Fishing for weaknesses again. Don't use this interview as a confessional. The best answer is to find something that went wrong that was beyond your control. For example, say that in hindsight it would be nice if you would have known the stock market was going to crash and so you could have done so and so differently.

Toughest Question #6 – What was your toughest decision ever?

Hopefully you'll have prepared for this one so you don't have to stammer and think back. Pick a decision that makes you shine and explain how you came to it.

Toughest Question #7 – Where could you use improvement?

Stay positive and be careful not to reveal a weakness. Pick an area in your profession you want to learn about - an area that isn't critical to the job at hand. Tell the interviewer you're interested in learning more about such and such in the next few months.

Toughest Question #8 – Define success then tell me how you measure up.

Simple question IF you're prepared for it. Give your own definition of success as asked. Maybe success to you is setting a lofty goal and achieving it. Maybe it's having a balanced life. Just don't get too caught up in philosophy that is irrelevant to the job interview.

Toughest Question #9 – What was the hardest part about your last job?

The interviewer thinks whatever was difficult for you in your last job will be a problem in the next. Rather than come out and name something specific, try to focus on the aspects of your job you liked better than the others.

Toughest Question #10 – How much money do you want?

Try to put this off as long as possible. If it's asked early in the interview, say you'd like to come back to that after you have more of an understanding of the position. If later, ask what is the range the company had in mind? If it's less than you were hoping, don't worry.

When a company really wants you, you'll be surprised what can change. If the salary from your last job is brought up, indicate that the responsibilities are very different and you wouldn't make a comparison.

TEN ILLEGAL INTERVIEW QUESTIONS

Integrity is one of several paths, it distinguishes itself from the others because it is the right path, and the only one upon which you will never get lost.

– M. H. MCKEE –

Note that if you bring up any of these topics, the interviewer is free to pursue them.

In fact, there may be times that you want to discuss some of these issues. For example, if you are a member of an organization that would impress the company, by all means bring it up.

While you do have legal recourse if an illegal question is asked, you also may frighten a potential employer in these days of lawsuits if you let him know he is asking something illegal. The best thing to do is to deflect the answer and reassure the employer that

_____ (fill in the blank) won't affect your job performance.

Illegal Question #1 – How old are you?

Illegal Question #2 – Are you married?

Illegal Question #3 – Do you have children?

Illegal Question #4 – Do you plan to have children?

Illegal Question #5 – What religion are you?

Illegal Question #6 – Have you ever been arrested?

Illegal Question #7 – What country are you from?

Illegal Question #8 – Do you have any disabilities?

Illegal Question #9 – What are your political affiliations?

Illegal Question #10 – What organizations are you a member of?

PART 9 SUMMARY

Congratulations on completing part 9 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

*Always bear in mind that your own resolution to succeed
is more important than any other one thing.*
– ABRAHAM LINCOLN –

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PART 10 – POST INTERVIEW STEPS

Part 10 Checklist – Post Interview Steps

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Ten post interview steps
- Part 10 Summary

TEN POST INTERVIEW STEPS

*When you get right down to the root of the meaning of the word succeed,
you find that it simply means to follow through*

– F.W. NICHOL –

Step 1 – Send a timely thank you letter.

This is an opportunity to address areas of weakness, reservations or concerns that were mentioned during the interview.

It's also an occasion to reiterate your strengths and explain why you are the person for the job.

In your letter, mention how your strengths and past work history (with examples) can overcompensate for any areas of weakness. Be sure to express your excitement and interest in the company.

Step 2 – Record and evaluate your interview performance.

Take notes and evaluate how well the interview went.

Look at what went well, what you need to improve upon and the skills you need to highlight more next time.

Step 3 – Know the three most important questions asked.

If you can zone in on these questions, you're likely to have a better understanding of the interviewer's perspective.

How could you have improved your answers?

Step 4 – Know your three strongest answers.

Upon reviewing, identify where you had the most conviction in the interview. These are key posts for you to note while looking for the right job.

Step 5 – Identify the key roles they are looking at to fill this position.

What did the last person who filled your position do well and what needs improving? Understand what makes up the ideal candidate and how you match up. How many candidates are they looking at and how are you rated within that group?

Step 6 – Don't forget the assistant or receptionist.

As an extra touch that may take you far, send the boss's right hand a thank you note for his/her help in making you feel comfortable. Your calls will get through much easier and you may have a new networking contact.

Step 7 – If you didn't get the job, who did?

FIND A JOB IN 14 DAYS

Call the company and find out why this person got the job instead of you.

This will reveal the areas you need to improve in order to get the next job you apply for.

Step 8 – What can you do to bring yourself to the top of the group next time.

Knowing what got you to the runners up category, but not the winner's circle, gives you insight on the missing ingredient that, when actualized, will give you the job you most want.

Step 9 – If rejected, parlay your interviewer into a potential networking contact.

Follow-up with a phone call and leverage him/her as potential networking support. Ask if there are others in the organization, or with other companies, who could use someone with your background.

Step 10 – Prepare your next steps.

Never be stagnant in the interview process, or in life. Once you've done all you can do with this company, make a plan of attack for the next one.

Work to increase your network. Focus in on other companies or positions that interest you and do the research.

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

PART 10 SUMMARY

Congratulations on completing part 10 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

*I learned that courage was not the absence of fear, but the triumph over it.
I felt fear myself more times than I can remember, but I hid it behind a mask of boldness.
The brave man is not he who does not feel afraid, but he who conquers that fear.*

– NELSON MANDELA –

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PART 11 – EMPLOYER CONCERNS

Part 11 Checklist – Employer Concerns

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Ten employer concerns
- Part 11 Summary

TEN EMPLOYER CONCERNS

All my life I've wanted to be somebody. But I see now I should have been more specific.

– JANE WAGNER –

Filling the position you want is a big decision for the employer. He or she has to do a lot of digging to allay the fears of hiring the wrong person.

Here are some of the questions that go through the interviewer's head.

- **Concern #1 – Will you be able to do the job?**
- **Concern #2 – Will you have the necessary skills or experience to do the job well?**
- **Concern #3 – Will it take you too long to master the job?** (and, thus, too long before you're profitable to the organization?)
- **Concern #4 – Will you only do the minimum you are capable of doing?**
- **Concern #5 – Will you display initiative? The employer is afraid that you will always have to be told what to do next.**
- **Concern #6 – What are your skills and fields of knowledge, or, what can you do for us?**
- **Concern #7 – Why did you pick out our organization, or, why are you here?**
- **Concern #8 – What kind of personality and values do you have?**
- **Concern #9 – What distinguishes you from 50 other people who can do the same thing?**
- **Concern #10 – Can we afford you?**

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

PART 11 SUMMARY

Congratulations on completing part 11 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

Courage is the art of being the only one who knows you're scared to death.

– HAROLD WILSON –

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PART 12 – SALARY NEGOTIATION

Part 12 Checklist – Salary Negotiation

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Ten steps to successful negotiation
- The psychology of negotiation
- Part 12 summary

TEN STEPS TO SUCCESSFUL NEGOTIATION

Only those who will risk going too far can possibly find out how far one can go.

– T.S. ELIOT –

Negotiation involves these three elements:

INFORMATION: "They" seem to know more about your needs than you do about theirs.

TIME: "They" don't seem to be under the same time constraints as you.

POWER: "They" seem to have more power than they actually do.

YOU have more power, IF you believe it. Once you exude the self-confidence you get from believing in your power, you're unstoppable. Believe me, it's contagious. YOU determine how you're perceived by the perception you give off. However, don't use this information to be arrogant. Be positive and go after what you want.

Step 1 – Never begin negotiating until you first have an offer.

Otherwise you are only negotiating against yourself and showing your hand, so to speak. Once a salary range offer is made, BE QUIET. Know that most companies are going to start as low as they can get away with, expecting some negotiation. Silence puts them under a bit of pressure and shows your control of the situation.

Step 2 – Be sure to express your appreciation of their consideration at the get-go.

As with this entire process, keep a positive attitude. Also, never enter negotiations if you don't really want the position.

Step 3 – Do not accept an offer on the spot.

Always tell them you need more time to think about it and consider all your options. DO, however, express sincere interest in the position so they know you're in the evaluation process. You cannot achieve the best outcome quickly; you can achieve it only slowly.

Step 4 – Hear what is being said; understand what is being omitted.

When generalities are getting tossed around, it's your turn to start asking specific questions in order to clarify what is actually being said.

Step 5 – Get an agreement on the starting salary before negotiating perks.

Sometimes there are other trade-offs besides a fat paycheck. Evaluate the following list to see if any of these are available:

FIND A JOB IN 14 DAYS

- bonus pay,
- incentive pay,
- sign-up pay,
- commissions,
- stock options,
- deferred compensation,
- accelerated reviews,
- company car,
- club or professional memberships,
- extra vacation days,
- moving expenses if applicable,
- legal counsel,
- tax counsel,
- insurance supplements,
- severance guarantee,
- child-care services,
- flex-time

Step 6 – Know your bottom line before you enter negotiations.

Be sure to research fully what you can reasonably live with as an offer versus what would be a deal-breaker.

Step 7 – This is a time when it's okay to play detective.

In other words, be dumb like a fox. Many times weakness can actually be strength, especially if the other side isn't expecting it. You get them to clarify what they want you to agree to. Learn to ask questions even if you know the answers.

Step 8 – Be willing to take calculated risks.

If you aren't willing to give up something that isn't as important to you, count on the other side to manipulate the situation to their advantage.

Step 9 – Be patient.

Most concessions occur at, or even past the deadline. Don't leave the other side without alternatives. If you find you aren't moving in the direction you'd like, consider sharing the risk for the most valuable outcome. By getting others involved in the negotiation, you are also showing your staying power and teamwork skills.

Step 10 – Realistically analyze the other side's position as well as your own.

Really listen to their issues. If you can establish a reasonable guess about their needs, you can pretty accurately predict the outcome of most interactions. Most influence comes from empathizing with the other side.

List two action steps you will take based on the above section.

1. _____

2. _____

THE PSYCHOLOGY OF NEGOTIATION

*Anything can be achieved in small, deliberate steps.
But there are times you need the courage to take a great leap;
you can't cross a chasm in two small jumps.*

– DAVID LLOYD GEORGE –

It's an interesting battle, negotiating, not unlike two wolves circling one another, trying to get a read on the threat across the room.

The potential employer and employee each have an agenda at this stage – to get the better deal. The employer's thinking, how much is this person going to cost me? It's not that he wants to cheat you out of what you're worth, but there are budget considerations. The employee's thinking, how much is this company willing to pay? Your goal is to get the best salary you can for the work you'll be doing.

The person who gets hired is not necessarily the one who can do that job best, but the one who knows the most about how to get hired.

Step 1 – Before you go to the interview, do homework on how much you need.

Need to know how much it is you need to make, at a minimum. Do research on salaries for your field and that organization.

Step 2 – Salary should always be the last thing discussed.

Until they have made you a firm offer, try to postpone all discussion of salary. You have nothing to lose, and everything to gain.

If the interviewer is insistent, a couple of appropriate responses are, "Well, you created this position, so you must have some figure in mind, and I'd be interested in knowing what that is." Or, "Until you've decided you definitely want me, and I've decided I want to work here, I feel any discussion of salary is premature."

Step 3 – Never be the first one to mention a salary figure.

Whoever mentions a salary figure first generally loses at the last.

Step 4 – Calm the interviewer's fears.

Make it clear that you stand out way above all the rest. Summarize your skills and highlight why it would be a mistake not to hire you.

Step 5 – Know that the first figure out of the employer's mouth is the lowest.

Companies almost always start at the bottom, expecting you to counter with something much higher. They hope to meet on a middle ground.

FIND A JOB IN 14 DAYS

Step 6 – Because they want to know what you'll cost, you have gained the power.

Don't turn it over until you have met the following requirements:

- Not until they've gotten to know you, at your best, so they can see how you stand out above the other applicants.
- Not until you've gotten to know them, as completely, as you can, so you can tell when they're being firm, or when they're flexible.
- Not until you've found out exactly what the job entails.
- Not until they've had a chance to find out how well you match the job-requirements.
- Not until you're in the final interview at that place, for that job.
- Not until you've decided, "I'd really like to work here."
- Not until they've said, "We want you."
- Not until they've said, "We've got to have you."
- Until all the above has happened, any salary they mention will be too low. They don't yet understand what you're really worth.

Step 7 – It's always better to not respond to the first offer for several seconds.

If you accept the first offer, you've lost yourself several thousand dollars. A brief sigh or an, "I see," often embarrasses the employer to immediately go up to their next offer level, which then becomes the new starting ground.

Step 8 – Be prepared to summarize your talents and potential contributions.

Make no mistake about it; you are selling yourself. Remind the interviewer of everything you would be bringing to the company if you feel valued by a nice paycheck.

Step 9 – Pay attention to fringe benefits.

An extra week of vacation or flextime can be as valuable as cash salary. Know for yourself if it's worth the trade off of the cash.

Step 10 – Get everything in a written offer letter.

Whether it's drafted at the time of agreement or mailed later, don't begin the first day of work without it.

List two action steps you will take based on the above section.

1. _____

2. _____

PART 12 SUMMARY

Congratulations on completing part 12 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

Your earning ability is largely determined by the perception of excellence, quality, and value that others have of you and what you do. The market only pays excellent rewards for excellent performance. It pays average rewards for average performance, and it pays below average rewards or unemployment for below average performance.

– BRIAN TRACY –

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PART 13 – IN NEED OF HOPE

Part 13 Checklist – In Need of Hope

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- The seven ways to have hope
- Belief in the possible
- Part 13 summary

SEVEN WAYS TO HAVE HOPE

Consult not your fears but your hopes and your dreams.

Think not about your frustrations, but about your unfulfilled potential. Concern yourself not with what you tried and failed in, but with what is still possible for you to do.

– POPE JOHN XXIII –

A woman attending a state fair stopped by the tent of a fortune teller. Looking into her crystal ball a frown spread across the medium's face as she predicted, "The next fifteen years of your life will be filled with disappointment, unhappiness and poverty."

"Then what?" asked the anxious woman. "You'll grow accustomed too it," concluded the fortune teller. One certainty in life is that the future holds unpredictable changes for all of us. However, the most significant benefits are gained by those who have the courage to transform a reluctant or fearful attitude towards change to one of strength and appreciation of the opportunity to find hope in an otherwise hopeless situation.

In June 1941, just two short years after being forced to retire from baseball as the result of Amyotrophic Lateral Sclerosis, Lou Gehrig was appointed by Mayor LaGuardia to assist the New York City Parole Board in working with and encouraging youthful lawbreakers.

Rather than sulking over his "crippled" dreams, Gehrig threw himself into his new job with everything he had or had left. He also kept up a lively interest in research into the disease that had prematurely ended his dream career.

It was a note about the latter from a concerned friend that prompted the following phone call. "I've got some good news for you," Gehrig said. "Looks like the boys in the labs might have come up with a real breakthrough. They've got some new serum that they've tried on 10 of us who have the same problem. And, you know something? It seems to be working on nine out of ten. How about that?"

Despite trying his best not to ask the obvious question, Gehrig's friend finally queried, "How about you, Lou?" "Well, it didn't work on me, but how about that for an average? Nine out of 10," responded Gehrig elatedly! "Isn't that great?" If you learn nothing else from the quiet greatness of Lou Gehrig, learn this:

Change becomes easier when you see it not as the mountain that seems too high, but as a gentle slope. No matter what our respective situation, change is never easy. It forces us to take risks, become vulnerable and open ourselves to the unknown. So how do you use changing circumstances as a vehicle to become a job searching master? Just as Lou Gehrig did when he came to terms with his inevitable death, the key is to change your views on life so you're always looking for new opportunities and viewing change as a positive force. To help you do just that, let's briefly review the **seven steps to becoming someone with hope:**

Step 1 – Create Tomorrow, Don't Maintain Yesterday.

Any old ideas that do not support what is most important to you need to be abandoned.

Step 2 – See Your Challenges As Opportunities.

FIND A JOB IN 14 DAYS

Welcome unexpected difficulties as an opportunity to make something better. This process isn't an easy one but the rewards can be significant.

Step 3 – Be Willing To Risk.

Taking risks is about stepping out of your comfort zone to become what you want for yourself.

Step 4 – Focus On Success And Opportunities...Not Problems.

When you view problems in the context of the larger vision you have for your life they become less important. Also, take note of the successes you've had as you move forward on this change journey so you will feel excited for what you've gained and accomplished along the way. By taking small steps with each success, you begin to make fundamental change.

Step 5 – Use Resources Wisely.

Again, just like Lou Gehrig utilized his remaining time and energy, let go of any activities that won't move you toward the outcome you most desire by always questioning how best you can use your resources to maximize each moment of your day.

Step 6 – Imagine New Possibilities.

Begin to realize the new and exciting opportunities that lie ahead within your work. By honoring these powerful possibilities that are within your grasp you'll quickly see that everything has a way of supporting, cooperating and assisting you in reaching your new objectives.

Step 7 – Take Action Today For What You Want Tomorrow.

Taking action is about embracing the concepts of discipline, motivation and perseverance. When you're taking action you're steps should be specific, achievable, realistic and timely. Remember, every step you take to change now, is a step closer to becoming able to experience what Lou Gehrig truly meant during his "Farewell To Baseball" address when he said: "For the past two weeks you have been reading about a bad break I got. Yet today I consider myself the luckiest man on the face of the earth."

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

BELIEF IN THE POSSIBLE

Only those who will risk going too far can possibly find out how far one can go.

– T.S. ELIOT –

Many people have blinders on that allow them to only see what is in front of them and not all the possibilities. It may help to think of it this way. Imagine you're on a boat on a river. Your possibilities are limited to the smallness of the river. Once you are able to embrace expansiveness and dwell in possibilities, you can see just how many possibilities there are. You're able to sail your boat onto a vast ocean and not be limited by just the river. Stay as open as the ocean and you will be able to see possibilities that you never knew existed.

Once you have opened yourself up to expressing your power, it's time to become clear on what that power is. For me, as a coach, I'm able to inspire people towards what they most want in life. Your power may be in organizing and managing information systems or in managing people in a caring and effective manner. It may be sharing your creativity, or designing incredible marketing plans. What should you give to the world? This is a question of great importance, and I think the key factor is to look at your life. What things come easily to you, and fulfill you? When you consider the possibilities, you'll begin to see what you can manifest to give to the world. You can embrace how powerful you are, and use that power to create amazing results in your life, and the world around you.

Following is a job searching client sharing with me (her coach) which I feel you will benefit from:

"I've noticed over the years, I had an internal tape recording of sorts. This never-ending loop of statements was repeated often.

- I can't have this.
- This doesn't exist.
- I'll never be happy.
- I really don't deserve this.

It seems to me these are common statements made by many people every day. When I began working with Joel, I realized how much they were trapping me in a certain way of thinking, and a certain way of living and working." This was a major breakthrough for this client. After she realized how much these thought patterns were trapping her in an unfulfilling way of living and working, she was able to start questioning these beliefs, and replacing them with more success oriented ones. I've found this is indeed a common occurrence. Many, many people are stuck in a limiting mindset. That mindset is truly trapping them into an unfulfilling life.

I would like you to begin removing these negative mindsets. Consider the possibilities if you changed the questions and statements. Instead of telling yourself "I don't have this," ask yourself "Why CAN'T I have this?" This will be one of the most important questions you will ask yourself if you desire more fulfillment, and it is a question not many people ask. Changing these questions from negative to positive also changes your perspective to one of saying YES to what you most want. And to say YES is to be open to imagine all the possibilities and dreams you've never gone after before. Imagine realizing that this is how it's supposed to be.

FIND A JOB IN 14 DAYS

This is how you're supposed to be living and working - actively creating the life you desire and deserve. You are only limited by your own thoughts and desires. The client quoted above made a commitment to changing her mindset. She began by writing down the question, "Why CAN'T I have this?" and posting it where she would see it often. She also made a list of her limiting beliefs. These included:

- I can't have the job I want because I'm too young and inexperienced
- I can't make more money than my colleagues
- I can't enjoy work
- I can't do a good job unless I work long hours

Then she proceeded to write the opposite statement to each belief:

- I can have the job I want. I'm well trained, and talented. Age is not a barrier to my success.
- I can make as much money as I need, and as my performance allows.
- I can be effective and efficient, completing my work in less time, and allowing myself time to enjoy life.

She became skilled at recognizing her limiting thoughts, and at recognizing when she would automatically play them to herself on her 'internal tape recorder'. She allowed herself to be completely open, and within months, her life changed dramatically. She found herself more fulfilled than ever. Her fulfillment with her work and her personal life was exactly as she had desired.

You can apply this same technique to your own life. Ask yourself, "What can I create if I have no barriers?" "How can I remove self-created barriers to my success?" Finding true fulfillment at work or in your personal life begins with these questions.

Start today by giving yourself the gift of half an hour or an hour to ponder these questions, and begin to come up with solutions. Write them down and create your own 'internal recording' full of POSITIVE statements.

List two action steps you will take based on the above section.

1. _____

2. _____

PART 13 SUMMARY

Congratulations on completing part 13 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

To dare is to lose one's footing momentarily. To not dare is to lose oneself.

– SOREN KIERKEGAARD –

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Part 14 – Seal The Deal

Part 14 Checklist – Seal The Deal

This checklist corresponds to the action steps addressed in the following section.

Please check the box below if you have completed the item. When you check a box, you can see you are moving forward. When a box is unchecked, you will know where to spend more of your energy and time.

This action plan will help you stay accountable. It's an overview of the exercises and a review of what you will need to accomplish.

- Ten things to consider before accepting any job
- Nine Answers To Seal The Deal
- Part 14 Summary

TEN THINGS TO CONSIDER BEFORE ACCEPTING ANY JOB

We must be the change we wish to see in the world.

– MAHATMAS GANDHI –

Sure, you can get a job, but do you have the courage to make sure it's the right job for you? Be honest with yourself about some key points, and you'll be on your way to being one of the few who enjoys their careers.

Step 1 – Are these the kind of people I really want to work with?

You'll be spending a lot of time around this group of characters. Make sure the mental pay off is worth it. Don't focus on the financials here. Go with your gut.

Step 2 – Do my skills really match this job?

If so, great. If not, get 'em up to speed or move on. You'll be miserable if you can't keep up.

Step 3 – How long before I can make a significant contribution to the company?

If this is the place you want to spend most of your waking hours, naturally you want to see your efforts pay off.

Step 4 – What do I like and not like about the company?

Make a list of pros and cons. Weigh it well.

Step 5 – What interests you most about this job?

At the end of the day, are you going to feel that you've contributed something worthwhile? Are you growing? Make sure you are satisfied with the scope of the position.

Step 6 – Where do you want to be in a few years within the company?

Make sure you know ahead of time if there is a career path in the company for this position if you intend on staying for any amount of time.

Step 7 – Can I handle the work schedule?

If the culture of the company is to work nights and weekends, be sure you're onboard with that.

Step 8 – Is there difficulty to actually getting to work?

(and are there any relocation plans for the company)

For some a commute is no problem. Others refuse to work outside of a certain radius from home. Know which category you fit into.

FIND A JOB IN 14 DAYS

Step 9 – Are there any hidden costs to this job I haven't counted on?

Review your list of pros and cons again.

Did you include gas, parking, car maintenance, lunches, dinners, wardrobe, education, office necessities (such as an electronic organizer), etc?

Step 10 – Will I be able to persuade the company I'm worth as much as I want?

This is a valid concern since you can be pretty certain that any company will try to pay you the least they can afford to, whereas you'd like a couple of million a month.

You have a right to negotiate your value.

That right must be exercised to show the company, and yourself, that you know you're worth the most they can give.

List two action steps you will take based on the above section.

1. _____

2. _____

NINE ANSWERS TO SEAL THE DEAL

*If you have built castles in the air, your work need not be lost;
that is where they should be. Now put the foundations under them.*

– HENRY DAVID THOREAU –

Answer #1 – My bigger concern than salary is my career and opportunity.

Answer #2 – I thrive on challenges and problem solving. (show how you have thrived at your last job)

Answer #3 – My success is demonstrated through taking on...(demonstrate a past success and show your direct contribution)

Answer #4 – This company has an incredible reputation for...
(give praise and recognition to this company)

Answer #5 – I'm convinced I'm the best person for this job.

Answer #6 – I really want this job. (show enthusiasm and excitement for this job)

Answer #7 – Can you offer me this job?

Answer #8 – When may I expect to hear from you?

Answer #9 – If they don't want to hire you... (ask for other employers or contacts who might want to hire you)

List three action steps you will take based on the above section.

1. _____

2. _____

3. _____

PART 14 SUMMARY

Congratulations on completing part 14 of the job search process! The final step is to summarize the key points you learned. These notes will serve as a foundation to track your progression throughout the process. You can jot down your insights, ideas, actions, and obstacles.

I do not think there is any other quality so essential to success of any kind as the quality of perseverance. it overcomes almost everything, even nature.

– JOHN D. ROCKEFELLER –

1. _____

2. _____

3. _____

4. _____

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6. _____

7. _____

8. _____

9. _____

RESOURCES

VOLUNTEERING SOURCES

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

Real generosity toward the future consists in giving all to what is present.

– ALBERT CAMUS –

- **A Student's Guide to Volunteering.** De Geronimo, Theresa. Franklin Lakes, N.J.: The Career Press, 1995.
- **Golden Opportunities: A Volunteer Guide for Americans Over 50.** Carroll, Andrew. Princeton: Peterson's Guides, 1994.
- **Grassroots: How Ordinary People are Changing America.** Adams, Tom. New York: Citadel Press, 1991.
- **The Halo Effect: How Volunteering to Help Others Can Lead To a Better Career and a More Fulfilling Life.** Reynolds, John F., and Gene Stone. New York: Golden Books Publishing Co., 1998.
- **1994 Helping Out in the Outdoors: A Directory of Volunteer Work and Internships on America's Public Land.** Washington, D.C.: American Hiking Association, 1993.
- **How to Make the World a Better Place: 116 Ways You Can Make a Difference.** Hollender, Jeffrey, and Linda Catling. New York: W.W. Norton & Company, 1995.
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- **Volunteer Vacations: Short-Term Adventures that will Benefit You and Others.** McMillon, Bill. Chicago: Chicago Review Press, 1997.
- **You Can Make a Difference! Helping Others and Yourself Through Volunteering.** Wilson, Marlene. Boulder, Colo.: Volunteer Management Associates, 1990.

GLOBAL PROBLEMS AND OPPORTUNITIES

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

To work for the common good is the greatest creed.

– ALBERT SCHWEITZER –

For those interested in a more systematic study of global problems and opportunities, we suggest reading from the following:

- **Artful Work: Awakening Joy, Meaning, and Commitment in the Workplace.** Richards, Dick. New York: Berkeley Books, 1997.
- **Beyond Growth: The Economics of Sustainable Development.** Daly, Herman E. Boston: Beacon Press, 1997.
- **Building a Win-Win World: Life Beyond Global Economic Warfare.** Henderson, Hazel, San Francisco: Barrett-Koehler Publishers, Inc., 1996.
- **The Corporate Planet: Ecology and Politics in the Age of Globalization.** Karliner, Joshua. San Francisco: Sierra Club Books, 1997.
- **For the Common Good: Redirecting the Economy Toward Community, the Environment, and a Sustainable Future.** Daly, Herman E., and John B. Cobb Jr. Boston: Beacon press, 1994.
- **Gaia: Atlas of Green Economics.** Ekins, Paul et al. New York: Anchor Books, 1992
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- **Gaviotas: A Village to Reinvent the World.** Weisman, Alan. White River Junction, VT: Chelsea Green Publishers, 1998.
- **The Global 2000 Report to the President: Entering the Twenty-First Century, Vol. 1.** Council on Environmental Quality Staff. New York: Penguin USA, 1982.
- **Global Dreams: Imperial Corporations in the New World Order.** Barnet, Richard J. New York: Simon and Schuster, 1995.
- **Hammond Atlas of the World.** Hammond Incorporated. New York: Random House, Updated Regularly.
- **The Illustrated Book of World Rankings.** Kurian, George T. Armonk, NY: M.E. Sharpe, 1996.
- **In Earth's Company: Business, Environment, and the Challenge of Sustainability (Conscientious Commerce).** Frankel, Carl. New Haven, Conn.: New Society Publishers, 1998.
- **The New Book of World Rankings.** Kurian, George T. New York: Facts on File. Published Annually in September.
- **Newsletters in Print.** Detroit: Gale Research Co. Published annually.
- **One World, Ready or Not: The Manic Logic of Global Capitalism.** Greider, William. New York: Touchstone Books, 1998.
- **Our Ecological Footprint: Reducing Human Impact on the Earth.** Testemale, Phil. New Haven, Conn.: New Society Publishers, 1995.
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- **The Peace Corps and More: 175 Ways to Work, Study and Travel at Home and Abroad.** Benjamin, Medea, and Miya Rodolfo-Sioson. Santa Ana, Calif.: Seven Locks Press, 1997.
- **Planethood: The Key to Your Future.** Ferencz, Benjamin B., Ken Keyes Jr., and Robert Muller. Cos Bay, Ore.: Love Line Books, 1991.
- **The Public Issues Handbook: A Guide for the Concerned Citizen.** Rosenbaum, Robert A. Westport, Conn.: Greenwood Press, Inc., 1983.

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- **Small is Beautiful: Economics as if People Mattered.** Schumacher, E. F. New York: HarperCollins, 1989.
- **The State of the World Atlas: A Unique Visual Survey of Global Political, Economic and Social Trends.** Kidron, Michael, Ronald Segal, and Angela Wilson. New York: Penguin USA, 1995.
- **State of the World: A Worldwatch Institute Report on Progress Toward a Sustainable Society.** Brown, Sester R. New York: W.W. Norton & Co. Published annually in January.
- **Stewardship: Choosing Services Over Self-Interest.** Block, Peter. San Francisco: Berrett-Koehler Publishers, Inc. 1996.
- **Vital Signs: The Environmental Trends That Are Shaping Our Future.** Brown, Lester R. Michael Renner, Christopher Flavin, and Linda Starke. New York: W.W. Norton and Company, 1997.
- **Waging Peace II: Vision and Hope for the 21st Century.** Krieger, David and Frank Kelly, eds. San Bernardino, Calif.: Noble Press, 1988.
- **What You Need to Know about Business, Money, and Power.** Kidron, Michael, and Ronald Segal. New York: Simon & Schuster, 1987.
- **When Corporations Rule the World.** Korten, David C. San Francisco: Berrett-Koehler Publishers/Kumarian Press, 1996.
- **World Development Report.** The World Bank. New York: Oxford University Press. Published annually.

VARIETY OF CAREER POSSIBILITIES

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

*Too many people are thinking of security instead of opportunity.
They seem more afraid of life than death.*

– JAMES F. BYRNES –

- **100 Best Careers for Writers and Artists.** Field, Sally. New York: Macmillan, 1998.
- **100 Jobs in the Environment.** Quintana, Debra. New York: Macmillan, 1997.
- **100 Jobs in Social Change.** Jevens, Harley. New York: Macmillan, 1997.
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- **Alternative Careers for Lawyers.** Mantis, Hillary. New York: Random House, 1997.
- **Arco College not Required! 100 Great Careers that Don't Require a College Degree.** Corwen, Leonard. New York: Macmillan, 1995.
- **Alternative Careers in Science: Leaving the Ivory Tower.** RobbinsRoth, Cynthia. New York: Academic Press, 1998.
- **Careers for Animal Lovers and Other Zoological Types.** Miller, Louise R. Lincolnwood, Ill.: VGM Career Horizons, 1991.
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- **Careers for Caring People and Other Sensitive Types.** Paradis, Adrian A. Lincolnwood, Ill.: VGM Career Horizons, 1996.
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- **Careers for Self-Starters & Other Entrepreneurial Types.** Camenson, Blythe. Lincolnwood, Ill.: VGM Career Horizons, 1997.

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- **Careers for Shutterbugs and Other Candid Types.** McLean, Cheryl. Lincolnwood, Ill.: VGM Career Horizons, 1994.
- **Careers for Sports Nuts & Other Athletic Types.** Heitzmann, William Ray. Lincolnwood, Ill.: VGM Career Horizons, 1997.
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- **Career Opportunities for Writers.** Guiley, Rosemary Ellen. New York: Facts on File, 1996.
- **Career Paths in Psychology: Where Your Degree Can Take You.** Sternberg, Robert J., ed. Washington, D.C.: American Psychological Association, 1997.
- **Childbirth Instructor Magazine's Guide to Careers In Birth: How to Find a Fulfilling Job in Pregnancy, Labor and Parenting Support without a Medical Degree.** Robotti, Suzanne, and Margaret Inman. New York: John Wiley & Sons, 1998.
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- **Green at Work: Finding a Business Career that Works for the Environment.** Cohn, Susan, and Horst Rechelbacker. Washington, D.C.: Island Press, 1995.
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- **What Can You Do with a Law Degree? A Lawyers Guide to Career Alternatives Inside, Outside, and Around the Law.** Arron, Deborah. Portland, Ore.: Miche Press, 1997.

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INTERNSHIP SOURCES

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

Growth means change and change involves risk, stepping from the known to the unknown.

– GEORGE SHINN –

- **America's Top Internships.** Oldman, Mark and Sarner Harnadeh. New York: Princeton Review Publishing. Updated Regularly.
- **The Back Door Guide to Short-Term Job Adventures: Internships, Extraordinary Experiences, Seasonal Jobs, Volunteering, Work Abroad.** Landes, Michael. Berkeley: Ten Speed Press, 1997.
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- **Internship Success: Real World Step-by-Step Advice on Getting the Most Out of Internships.** Green, Maryanne Ehrlich. Lincolnwood, Ill.: VGM Career Horizons, 1977.

Internship Internet Resources:

- National Internships
www.internships.com
Lists internships in the government, non profit, and private sectors.
- Princeton Review Online
www.review.com/career
Provides a search engine that targets listings by state, field of interest, and weekly compensation.
- Rising Star Internships
www.rsinternships.com
Lists internships in over a hundred fields.
- Intern-Net™
www.vicon.net/~internnet
Lists internships in the fields of sports and fitness, parks and recreation, and hospitality.
- The Washington Intern Foundation
<http://interns.org>
Lists internships on Capitol hill and in the Washington D.C. area.
- Environmental Career Organization
www.eco.org
Lists hundreds of paid internships in the environmental field.

FIND A JOB IN 14 DAYS

ENTREPRENEURSHIP / HOME-BASED BUSINESS

Resources from *Zen and the Art of Making a Living* by Laurence Boldt:

Continuous effort -- not strength or intelligence -- is the key to unlocking our potential.

– WINSTON CHURCHILL –

You may want to subscribe to one or more magazines or periodicals of interest to entrepreneurs. Choose from among:

Business Edge 215 W. Harrison Seattle, WA 98119	Minority Business Entrepreneur 3528 Torrance Blvd., Ste. 101 Torrance, CA 90503
Business Ethics 52 S. 10 th St. Ste. 110 Minneapolis, MN 55403	Opportunity P.O. Box 420199 Palm Coast, FL 32142-9115
Business Ideas 1051 Bloomfield Ave. Clifton, NJ 07012	Self-Employed Professional P.O. Box 11668 Riverton, NJ 08076-7268
Business Opportunities Journal P.O. Box 60762 San Diego, CA 92166	Selling Magazine 477 Madison Ave. New York, NY 10022
Business Week 1221 Avenue of the Americas New York, NY 10020 www.businessweek.com	Small Business Computing P.O. Box 54756 Boulder, CO 80323-4756
Entrepreneur Magazine P.O. Box 50368 Bolder, CO 80323-0368 www.entrepreneurmag.com	Small Business Journal 407 Vine St., Dept 189 Cincinnati, OH 45202 www.tabj.com
Fortune Magazine P.O. Box 61490 Tampa, FL 33661-1490 www.fortune.com	Small Business Opportunities Harris Publications 1115 Broadway New York, NY 10160-0397
Inc. Subscription Service Dept. P.O. Box 51534 Boulder, CO 80323-1534 www.inc.com	Success Magazine P.O. Box 3038 Harlan, IA 51537 www.successmagazine.com

More Entrepreneurship Sources

Business Plan:

- **Anatomy of a Business Plan.** Pinson, Linda, and Jerry Jinnett. Chicago: Upstart Publishing Co., 1996.
- **The Business Planning Guide.** Bange, David H. Chicago: Upstart Publishing Co., 1996.

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- **The Complete Book of Business Plans.** Covello, Joseph A., and Brian J. Hazelgren. Naperville, Ill.: Sourcebooks Trade, 1994.
- **The Ernst and Young Business Plan Guide.** Seigel, Eric S., Brian R. Ford, and Jay M. Bornstein. New York: John Wiley & Sons, 1993.
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Entrepreneurship:

- **101 Successful Businesses You Can Start on the Internet.** Janal, Daniel S. New York: John Wiley & Sons, 1997.
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Legal:

- **155 Legal Do's (and Don'ts) for the Small Business.** Adame, Paul James E Gray & Associates, 1996.

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- **How to Form Your Own Corporation without a Lawyer for under \$75.00.** Nicholas, Ted. Chicago: Up-Start Publishing Co., 1996.

Management:

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Magazines:

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|---|---|--|
| <ul style="list-style-type: none"> ➤ Home Business® Magazine
Puglisher's Creative Systems
P.O. Box 469052
Escondido, CA 92046-9052 | <ul style="list-style-type: none"> ➤ Home Office Computing Magazine
www.smalloffice.com | <ul style="list-style-type: none"> ➤ Work@Home Computing Magazine
P.O. Box 676285
Rancho Santa Fe, CA 92067 |
|---|---|--|

Trade Associations:

- American Association of Home Based Business
1 (800) 447-9710
www.aahbb.org

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- American Home Business Association
1 (800) 664-2422
www.homebusiness.com
- Home Office Association of America
1 (200) 809-4622
www.hoaa.com
- National Association for the Self-Employed (NASE)
1 (800) 232-NASE
www.membership.com/nase/default.html
- Small Office Home Office Association (SOHOA)
1 (888) SOHOA11
www.sohoa.com
- Home-Based Business Internet Sites:
- Mothers' Home Business Network
www.homeworkingmom.com
- Work From Home
www.ivillage.com/work

For Information in Specific Freelance Fields, Contact:

- American Dance Guild
31 W. 21st St., 3rd Floor
New York, NY 10018
- American Federation of Musicians of the United States and Canada
Paramount Building
1503 Broadway Ste. 600
New York, NY 10036
www.afm.org
- Associated Actors and Artistes of America
165 W. 46th St.
New York, NY 10036
- American Federation of Television and Radio Artists (AFTRA)
260 Madison Ave.
New York, NY 10016
www.aftra.org/home.html
- Independent Computer Consultants Association
11131 South Towne Square, Ste. F
St. Louis, MO 63123
www.icca.org
- National Arts Education Association (NAEA)
1916 Association Dr.
Reston, VA 20191
www.naea-reston.org
- National Speaker's Assn.
1500 S. Priest Dr.
Tempe, AZ 85281
www.nsaspeaker.org
- Professional Photographers of America
57 Forsyth St., NW, Ste. 1600
Atlanta, GA 30303
www.ppa-world.org
- Writer's Guild of America, East
555 W. 57th St.
New York, NY 10019
www.wga.org
- Writer's Guild of America, West
7000 West Third St.
Los Angeles, CA 90048

FREELANCE SOURCES

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

What is freedom? Freedom is the right to choose: the right to create for yourself the alternatives of choice. Without the possibility of choice and the exercise of choice a man is not a man but a member, an instrument, a thing.

– ARCHIBALD MACLEISH –

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NONPROFIT FOUNDATION SOURCES

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

I do the very best I know how - the very best I can; and I mean to keep on doing so until the end.

– ABRAHAM LINCOLN –

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GOVERNMENT JOBS SOURCES

Resources from *Zen and the Art of Making a Living* by Laurence Boldt

First you jump off the cliff and you build your wings on the way down.

– RAY BRADBURY –

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