

# HOW TO GET A JOB PART 5

By Mark Brownley

***Take one positive step every day for a month and watch what happens***

## Checklist

1. Draw up a job search calendar for the next 30 days. In each of those days, write what action – using only “doing” words – you will take toward your career goal. Building momentum in your career search is everything. The more you do, the quicker the job comes. Fact.
2. Choose a range of actions. Don't become a one trick pony. You can email, write letters (see Part 7 – Meet the people who have been where you want to go!), meet for coffee, visit offices, search the internet, update your CV, attend a workshop or webinar, take a short course, read an article, write an article, give a presentation, post on LinkedIn! And there are more. Want some hints, get in touch [tellus@myengineerexchange.com](mailto:tellus@myengineerexchange.com)
3. Transfer the actions into the personal calendar you use every day so you're reminded to take the action. It's not such a good idea to use your work calendar to publicise your upcoming job interview so stick to Google (as we do) or whatever you use.
4. Keep an accurate diary of what happened after each action. What worked? What didn't? Any surprises? Spend more time on the actions that return bigger dividends. Building a cause-and-effect journal will allow you to decide where best to invest your time and effort and money over the course of your job search.
5. If you miss an action, don't forget it and move on to the next day. Carry it over into the following day and so on. Never delete an action.
6. Make sure every day of your job search or unemployment contains at least one action. It is vitally important that there are 30 individual actions completed every month. If it takes you 6 months to find a job, then there will be 180 actions recorded.
7. Ask everyone in your personal and professional network about what actions they have taken in their job search and which ones have been most successful. People get very inventive during job search because the stakes are high. There are bound to be a few gold nuggets out there.
8. Don't expect an immediate result from every action you take. If you get one, great. But it usually takes time. People are busy. Your job search is probably one of the most important things in your life but it's not in theirs. They'll eventually get around to you and in the meantime, practice patience. Start another action while you're waiting.
9. “For every action, there's an equal and opposite reaction” so said Sir Issac Newton. You may not get what you're looking for, despite taking positive action. Or people may ignore or reject you. It happens. Be prepared and move quickly onto the

next action or person to keep your confidence and momentum up.

10. Never underestimate the power of a positive step. It may not be obvious where any one of your 30 monthly actions takes you but you can't join the dots going forward. You can only join the dots looking back. Steve Jobs said that. Just. Keep. Moving.

#### **STILL HAVE MORE QUESTIONS?**

Just email us at [tellus@myengineerexchange.com](mailto:tellus@myengineerexchange.com) and we'll get right back to you.

