

# Three Things You Can Do Today To Supercharge Your Search



Making a commitment to yourself  
to simply do three things every day  
can have an incredible impact  
on your search.

(Try it for 7 days. Do it for 7 more. Repeat.)

# Why three?

# Focus On The Small

**Less than four. More than two.**

Rather than to attempt a difficult feat, start with something easy. Instead of trying to create something big, start with something small. This makes sense because even the most difficult task can be broken down into simpler steps, and even the grandest achievement is composed of smaller parts.

By focusing on the small, you end up accomplishing great things. When you apply the concept consistently, you'll find that you can keep a realistic perspective and avoid setting unrealistic expectations that lead to disappointment. You don't underestimate the effort required to tend to difficulties, you simply focus on applying your effort effortlessly.

**Less than four & more than two, is something reasonable you can do!**

# What Is Your Small?

**Find your small!** Your mission is to choose 3 things that you can do consistently AND that seem to align with what is most needed to help bridge the gaps in your search. Maybe you are great at finding roles to apply to but have a hard time finding the oomph to get that cover letter and resume targeted to the position so that you can truly hit apply. Maybe you are great at applying, but you feel like no one is responding. Or maybe you are getting responses and interviews but haven't yet been selected for a position. In either of these scenarios, you might choose some things like these:

- **Slow Down**

- Today, I will limit the amount of time I spend searching for roles so that I can choose only 3 roles to apply to – and I will complete the application process for ONLY those 3 roles

- **Follow Up**

- Today I will choose 3 applications from last week to follow up on

- **Ask for Help**

- Today I will ask 3 people, preferably from my network, who are connected in some way to the 3 applications I am following up on – and ask them for help with my search. *(This could be any kind of assistance. Connect for connection-sake. Review your profile. Find mutual connections within the companies you've applied to.)*

# Slow-down Tips

**Are you moving so fast, you're missing the actual "doing" part of your search?** If you are losing hours of your day sidetracked with diversions, such as playing computer games, daydreaming, wringing your hands about whether your resume is good enough or complaining about a dead job market – procrastination could be at play and keeping you in a rut.

- **Recognize the Problem**

Once you realize what you do when you procrastinate, start with awareness to break the cycle. If you recognize procrastination thinking, you have a fighting chance to shift it to do-it-now thinking so that you can do reasonable things in a reasonable way within a reasonable amount of time to flourish.

**Are you exhausted by your search; so much so that you are rushing so fast to be done with it each day, nothing you're doing can actually stick?** Give yourself permission to rest.

- **REST!!!**

Seriously, take a few days off. Terrifying, I know. (That perfect role could be posted while you're offline.) After a break (hours, days, weeks...) you will come back stronger. And when you do finally get back to the search, you'll be more likely to listen to yourself. (What roles are exciting to you? What skills can you truly bring to a new team?) With clarity and renewed energy, you can be more strategic. If a job isn't a 9 out of 10, in terms of your level of excitement and competency, you'll know that it's not worth any more of your time. Plus, reducing the number of applications you send allows you more time to make them stand out. AND you'll have an answer at the ready when asked, "Why are you interested in this position?"

# Follow-up Tips

## **Following up cannot be underestimated –**

If you've applied online, follow up within 5 and 10 business days. If someone referred you, or you applied in-person, check in with them **AFTER** 7 to 10 business days; underscoring your continued interest and that you certainly understand things could be busy, but that you also want to know if there is anything else you can do—even if that means continuing to wait.

- **Find the right person to contact**
- **Choose the right communication channel**
- **Decide when to follow up**
- **Follow-up!!! Follow-up!!! Follow-up!!!**

Remember to keep a journal, spreadsheet, or even writing on the wall, that records your follow-up efforts, too!. That way, you can look back and be able to see how each follow-up added up to a stronger network and, ultimately, a fantastic new team and role!!!

# Tips for Asking for Help

If you have a solid network, have worked with recruiters you've liked, or have friends or family who you would like to ask a specific favor—perhaps they work at a company you want to work for, or they have a contact you would like to meet—let them know your situation and give them an opportunity to help you.

- **Be Specific**

- It's easier for people to help you if you tell them exactly what kind of help you are seeking. Are you hoping for job leads? Simply someone to talk to? New contacts? Let them know what you want so that they can deliver. Plus, be sure to help them help you. Make sure they have your resume, LinkedIn details, and references, etc.

- **Keep It Short**

- Everyone's busy. A brief text, note, or call, is more often well received rather than a longer one.

- **Be patient**

- It can be hard to be patient, but it's important. If you haven't received a response, wait a couple of weeks or even a month before sending a follow-up. When you do, let them know that you are continuing to job search, and would still appreciate the assistance.

- **Be thankful**

- Thank the people who offered to help you with your job search. (*Even if their advice was not particularly helpful.*) Expressing thanks keeps the lines of communication and good feelings growing. You never know if you will need their help again, or if they will need yours.



# Consistency

“When you have a great and difficult task, something perhaps almost impossible, if you only work a little at a time, every day a little, suddenly the work will finish itself.”

– Isak Dinesen

# Questions?



# Thank You!



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