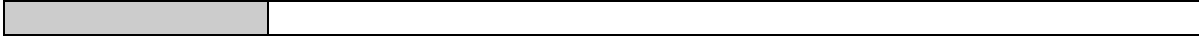




Employed for Life    30 Day Launch Program



## 8 CHOOSE YOUR TRAINING

<b>TACTICS:</b>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• <b>To understand the importance of time management in the job search.</b></li> <li>• <b>To organize your time of unemployment for maximum results.</b></li> </ul>
	<p><b>Notes:</b></p> <p><b>Never, never, never turn the TV on in the day!</b></p>
<b>TAKE ACTION:</b>	<p><b>Set up your work area(Pre-Search)</b></p> <ul style="list-style-type: none"> <li>• <b>Connect an answering machine to your home telephone.</b> You do not want to miss any calls. Use an adult voice to record the message and make it clear, brief and professional sounding. (Avoid humor, sound effects, musical interludes, or cute messages from children).</li> <li>• <b>Consider adding the call waiting feature</b> or a second line to your home phone, especially if you share the phone with family members or roommates.</li> <li>• <b>Decide on a filing system</b> that will keep important information at your fingertips. Some of the most popular ideas are color-coded file folders, 3x5 note cards, commercially available computer software programs and electronic organizers. You will also need a calendar or date book for recording appointments and a tickler file to prompt you on follow-up activities.</li> <li>• <b>Set up tracking process</b> to organize and monitor the progress of your campaign. Try to set up a system that is similar to what you are accustomed to using. It should feel comfortable and appropriate for your style of work.</li> </ul> <p><b>Every Week</b></p> <ul style="list-style-type: none"> <li>• Spend a day writing the cover letters that go with any interesting ads you collected from the prior three or 4 week's papers.</li> <li>• Spend a day sending your resume to the recruiters and agencies you have selected. Use the same letter for all the recruiters.</li> <li>• Spend a morning adding to the personal contact list you started earlier in this chapter. Go through neighbors, holiday card lists, business cards, vendor lists and search your memory for former managers, co-workers, and professional association colleagues.</li> </ul> <p><b>Every Day:</b></p> <p>1 hour in prayer and study of the Word.          1 hour of physical activity and healthy eating          3 -5 hours on job search activities and          2 hours on your personal "project work" (until it's completed)          1 hour every day to give away to someone as a blessing.</p> <p><b>(Do all of this and you'll still put in 15 hours on your job search, which is substantially more than most job seekers do!)</b></p>
<b>PRAY:</b>	<p><b>Thank you, God, for...</b></p> <p><b>By faith I receive...</b></p> <p><b>Help me with...</b></p>