



## Scheduling and Prioritizing Your Career Search

### Consider these points when creating a schedule:

- **Appointments** should be the first item to add to your schedule.
- Schedule time to **follow up** by email directly after a **networking** event. This makes it easier to recall information to personalize your follow-up message.
- Checking email and Voicemail should be done every day, but **some activities can be done every other day:**
  - Networking events
  - Call backs on your letters requesting Research Interviews
  - Reading articles and books on topics relevant to your target position/industry
  - Online job applications
- Set achievable goals for your allotted time and divide short-term and long-term goals. This increases productivity and motivation.

### Keep these factors in mind when prioritizing your search:

- **Exercise:** (Make sure this is OK with your doctor first.) One half hour of daily exercise can improve your mood.
- **Your web presence:** Many interviewers check an applicant's web presence before hiring for 2 main reasons—to make sure you're a good "fit" or to eliminate you if they feel your web presence reflects an unsavory lifestyle according to their standards.
- **Networking and Following up:** Expand your network and when you are skilled at introducing yourself, you will be well practiced for **"Tell me about yourself."**
- **Reading:** Stay up to date with your position/industry with articles, blogs, magazines, books, etc. It is also very important to read books which relate to this as well.
- **Volunteer Work:** Although it's a great way to meet people, volunteering is a common pitfall if time boundaries are neither set nor enforced.
- **Practice for Interviewing:** After all this work, don't let your interviewing skills get rusty!
- **Chores:** If you are not employed and your Spouse/Significant Other is employed, they may appreciate some assistance with household chores. If you are employed full-time while also engaged in a career search, it is best if your Spouse/Significant Other shows support by assisting with chores so that you can better use your time.

### Additional Activities to Reduce Stress:

- **Gather the important information and file it for easy retrieval.** You won't have to waste time looking for it. Documents to keep handy include:
  - **Résumé/Cover Letter:** Since you will personalize one for each posting or target position, have them ready for quick printing.
  - **Letters of Reference and List of References with contact info**
  - **All Past Employment info:** Company contact info, previous bosses, dates, pay information, list of duties/responsibilities must be available.
- **Budgeting:** Setting and adhering to a budget can reduce stress over finances.
- **Avoid entering Multi-Level Marketing/Network Marketing:** It can cause a shift in priorities. This increases difficulty with creating your new network of friends. Introducing a product or a "fantastic business opportunity" is the kiss of death to a conversation. Wouldn't you rather be known for your professional accomplishments which would lead to a better life?



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**Managing Interruptions** Maintain boundaries to prevent interruptions and minimize the inevitable disruptions for maximum productivity.

- You don't have to check your **email** more than once per hour.
- When **the doorbell** rings, it's usually just a salesperson. Let them move on to the next house. Consider putting up a "No Soliciting" sign.
- **Do you use IM?** You can hide your status until you're ready for such interruptions.
- **Do you get alerts for certain programs?** You can turn off email alerts and others such as Tweetdeck notifications. Don't forget, your computer's volume has an OFF switch!
- **Phone calls:** Calls which display on Caller ID as "Private" are often telemarketers. Let voicemail take care of it.
- **Phone calls from Friends:** Keep your friends and keep your schedule. Make sure you let your friends know your schedule to minimize interruptions. When your friend calls to chat during your scheduled career search time, tell them: ***"I'm glad to hear from you, but I can take only a 5 minute break right now."*** Write down when the call came. When 5 minutes are up, check your schedule to see when you can call your friend back. It's important to emphasize this willingness to maintain contact at a later time when ending the call: ***"I really have to go now. I have time at 8:00 to call you back tonight."***

**Allow yourself take a break!** We've all been there. At some point, the computer screen is burning your eyeballs, you get depressed, or you need to step back for a few minutes. Decide on how long you can take time off, write down the stop time, and write down when you plan to return. **A time period between 5 minutes to ½ hour is recommended.** The break should not be too long, or it may be hard to return, or it could become a bad habit.

- **BE PROACTIVE! Instead of fighting the effects of fatigue, you should avoid it.**
  - Regularly stretch or engage in some physical activity to avoid neck /back strain.
  - Turn your eyes away from the computer periodically to **give your eyes a rest.**
- Boost your mood: If you take a walk, **wear a watch and return at the proper time.**
- If taking a walk isn't an option, you could lighten your mood with a program you have recorded, or make use of online videos. With on-demand viewing, you dictate **what** you want to see, **when** you want to see it, and you can **pause** it to return later.
- Chores: When you take a break, consider which chores need to be done. You might need to do some laundry or run errands. With proper planning, your break times can be productive as well.
- Keep track of when you need these breaks. Start adding it into the schedule.

For more help with scheduling and prioritizing your search, Contact CrossRoads at **317-842-8881** if you are in the Central Indiana area.

CrossRoads is conveniently located in the area of 71<sup>st</sup> and Graham Road near Binford Boulevard. (I-69 South becomes Binford Boulevard south of I-465.)

Before beginning an exercise program or changing your diet, consult your physician.

