

Job Hunting Routines

11 MARCH 2016



Why Routines?

It is easy to get demoralised and let things slip

Need to regularly cover the basics

Routines can help to make sure that you won't miss a great job

But doing the same thing every day can become boring

Different Timeframes

Decide what you need to do

Daily

Weekly

Monthly

A US example - Personal

Start of Day 6:30 am Daily — start your day at the same time every day.

- 6:30 am will give your day a good start and keep you structured.

45 Minutes Daily — each morning take a shower and get dressed and not in sweat pants,

- You need to put on real clothing not sleep wear. This will keep you from crawling up on the couch or in bed. Remember take pride in your appearance it will make you feel good and keep you motivated.

15-30 Minutes Daily — eat breakfast

- We all have heard it is the most important meal of the day it will keep your energy levels on track.

60 Minutes Daily —keep your fitness routine on track.

- If you normally go to the gym or an exercise program, whether it's in the morning, lunch time or evenings don't change it. If you don't have a fitness routine or you had to cancel your gym membership due to loss of income, think of taking long walks, speed walking or even seek out playing your favorite sport, these all can do wonders for your fitness. Do workouts you can do at home; jump rope, weights, yoga and/or sit ups. Remember to consult your physician with any fitness routine you start.

A US example - Search

30 Minutes Daily — review any new job postings from on line search engines.

- Print out a list of the jobs with their job description and web link.

20 Minutes Daily — review the classified ads and circle jobs you want to apply for.

30 Minutes Daily — work on your list of companies and organizations you desire to work for

- Take a few of these companies even though they don't have advertised job and track down the contact information of the person who would be doing the hiring and your next boss for your type of position at each of these companies.

20 Minutes Daily — work your list of recruiters you need to contact

30-60 Minutes Daily — review your networking; leads, contacts and LinkedIn

- and make a list of jobs or companies you want to apply for. Take part in LinkedIn group discussions and review you has viewed your profile for contact leads.

60 Minutes Daily — take a lunch break

Two/20 Minutes Daily — take two/20 minute breaks a day on top of 30-60 minutes for lunch, get up walk around have a snack.

A US example - Weekly

2-3 Hours Weekly — a few days during the work week, **review your own finances and stay on top of them.**

- Plan a budget and constantly review you spending and areas you can save money.

2-3 Hours Weekly — **meet colleagues, friends or even family members** for an inexpensive breakfast, lunch, or cup of coffee.

- Communicate how your search is going; be open for advice and leads. This will help break up the monotonous of your week, fight some of the loneliness and can also add leads to your job search.

2-3 Hours Weekly — **work on your skills for landing a job.**

- Attend online webinars, live seminars or workshops that are available to further your job seeking skills. There are many of these being offered that cover skills on; resumes, cover letters, looking for job openings, time management, interviewing, etc. You can also research many of these topics; online, books at the library or even in your local book store. Also reach out to your county unemployment offices, community centers, churches, schools and colleges many hold career clubs, support groups or career services that can be very beneficial.

End of Job Search Work Day approx. 5:00 pm — your job search day should end about the same time your normal work day ended. Just like in the real world of work there are times that you need to put in overtime. Spend time with family and friends, stay active and don't become a couch potato.

20 Minutes Daily — Each evening before you retire to bed, spend about 20 minutes to look over any emails or networking that might need your response.

<http://www.careerthinker.com/keeping-motivated/routine-to-stay-focused/>

Our routines

How do each of us approach this?

What are the easiest and hardest parts?