

## Daily Action Plan Leads to Quick Employment

What's more stressful than going through a divorce? Breaking up your family? A close relative going to prison? A sudden loss of hearing or sight? Infidelity of a spouse?

The answer? Losing your job.

Unemployment can be devastating. People often define themselves by their work. So losing a job is like losing part of yourself. You feel rejected and the job search process almost always reinforces that sense of rejection.

So paralysis and self-doubt set in. You begin to question your ability and worth. You wonder how you can possibly compete with thousands of others in the job market who may be younger, more talented, have more impressive resumes and better references.

"Will I ever find another job?" you worry.

As an outplacement specialist, I've found that clients who are successful at finding employment aren't those with the best resumes, cover letters and credentials, they're the ones who have a clear plan and, more importantly, are determined to take action. The key is to select a goal, develop a course of action and work tirelessly until the goal is reached.

The first step is to change your mindset. You're no longer "unemployed." You have an eight-to-five job. That job is to find yourself a permanent, paying, and hopefully, fulfilling job. Adding structure and establishing daily goals can also add to a sense of pride, purpose and accomplishment to your job search.

### Here are seven tips on how to stay in-action during your job search:

1. Make it a point to be at your desk or computer by 8 a.m. every morning.
2. Spend two hours each day on the Internet researching companies, industries or potential job opportunities.
3. Make at least five cold calls or send out five resumes very day.
4. Invest one hour every other day networking with friends, former business associates and others who might offer job leads.

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5. Spend one hour each day sharpening your job-related skills or learning new ones (a new software program, a second language, leadership development, etc.).
6. Schedule a meeting each week with a mentor who can offer advice and be a sounding board.
7. Spend at least 15 minutes at the end of each “work” day visualizing what your ideal job would be, how you would be spending your time on that job and the sense of accomplishment you would derive from it.

Having concrete steps you can see and take action on will create a wave of energy within you, empowering you forward to success. Like a small movement of the earth deep beneath the sea that ripples the water gently at first until it results in a giant wave cascading on the beach, a small action on your part can show similar movement within a relatively short time.

So set that goal, create a series of steps that gradually get more specific until you finally have a single step you can do now, today, right at this moment. Taking action on a daily basis will create new habits and build energy to face the barriers that occur in any journey. You’ll develop new resources and recognize new ways around those barriers to find your new job.

When you take action, recognize that every rejection simply puts you one step closer to success. A rejection means you have eliminated one more avenue that didn’t recognize or need your services. This allows you to now be more closely focused on the remaining list of those who will want your skills. You will see results from your actions by staying committed to your goal.

So rather than feeling helpless or victimized after losing your job, you can be liberated, in control and confident about your future.

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Joel Garfinkle provides outplacement services to displaced workers. His proven and structured 9-step program helps you find a new job quickly. Joel has over 15 years of first-hand expertise in the job search and career transition field. Visit Joel online at [Garfinkle Outplacement Services](#).

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