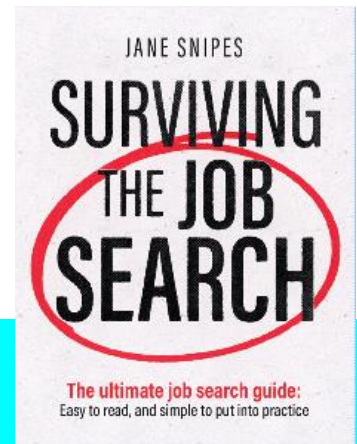


Excerpts from *Surviving the Job Search*  
By Jane Snipes, Recruiter – Author – Coach  
Available on Amazon

For more tips, hints, and hacks, visit  
[www.SurvivingTheJobSearch.com](http://www.SurvivingTheJobSearch.com)



## How to Begin the Search

### First, add structure to your job search workday

Put a daily schedule in place for Monday through Friday and follow these rules:

- Get up at the same time every morning. Don't sleep in, or you'll find yourself getting up later every day.
- Take a shower, style your hair, use deodorant, brush your teeth, and put on clean go-to-work clothes.
- Work on your search for at least five hours per day.
- Exercise regularly, even if it's just a walk around the block.
- Drink plenty of water. You'll feel better if you're properly hydrated.
- Invest in your family and home: If your old job was such that you weren't at home to help with children, chores, or that to-do list around the house, it's important to pitch in now. A lot.
- Engage with family and friends *without* feeling guilty. You'll be back at work soon enough.
- Spend a little time each week volunteering. Just one half-day per week can make a big difference in your community, growing professional network, and your outlook in general.

### Aim to Submit Five Resumes per Day

Let's propose it takes 50 resume submissions to get a job offer. If you send out two resumes per week, it'll take you six months to land an offer. If you send out five resumes per day, you'll achieve 50 submissions in two weeks. Since most interview processes typically take longer than two weeks, you likely won't get an offer at the exact two-week mark, but you will have increased your chances of getting two offers in a month or three offers in six weeks. Whatever the number of resume submissions it takes, this part of your job search is just a simple case of statistics. If you send out enough resumes, you'll increase your visibility in the job market.

Sending out five resumes a day is hard work, but if you make it a basic building block of your workday, it'll keep you focused and feeling much more in control of your world. If you get to 5 p.m. on a Friday with no interviews or job offers to show for the week, you can still head into the weekend knowing you've sent out 25 resumes. That is no small accomplishment!

### The Value of Volunteering

On the daily activity log, you get points for volunteering, and here's why. Unemployment can bring moments/hours/days/weeks when you feel adrift with no definition or purpose. Self-confidence can plummet like a roller coaster at full tilt, and it's exhausting clawing your way back. To help you stay grounded, try to spend a few hours each week volunteering in a soup kitchen or homeless shelter. It can be anywhere, really, just as long as you enjoy the work and are lending a hand.

**Case in point:** When I started Northstar Recruiting in 2000, the nation was in the throes of the dot.com crash. My timing for starting a business could not have been worse, and I had countless gut-wrenching hours/days/weeks wondering what in the world I was playing at. To balance out this exercise in futility, I volunteered a couple of times a week at a local homeless shelter; it helped put my life in perspective. When I'd had a bad day at the office, serving soup at the shelter kept me grateful. When I'd had a good day at the office, serving that soup kept me humble.

## Guard Your Time

When you're unemployed, family, friends, neighbors (and even you) might think you have lots of free time to chitchat and be at their beck and call. You do not. You have a formal workday and must be protective of your time in order to stay focused on your search.

## How to Stay Focused on Your Job Search

Here's a checklist to keep track of your daily progress. Record your start, lunch, and end times and what you accomplished. There's even a space to record your exercise and water intake!

Each day, your goal is to earn at least 25 points, and below is an example of how this works:

- On Monday, Bob sent out five resumes, equaling 25 points, so he hit his goal for the day.
- On Tuesday, he sent out three resumes and four follow-up emails, talked with three industry colleagues about his search, and had a phone interview, earning 44 points! A bonanza of a day!
- On Wednesday, he sent out five resumes and one follow-up email, plus had one phone conversation, so he hit his goal for this day too.

<i>Bob's Job Search</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Start time	9:00	9:00	9:15	9:00	9:00
Lunch	11 to 1	11 to 12	12 to 1	11 to 12	n/a
End time	4:00	3:30	4:00	3:30	1:00
Total time searching	5 hours	5 ½ hours	5 ¾ hours	5 ½ hours	4 hours
Resume submissions (5 points each)					
Follow-up on existing submissions (1 point each)	-0-		/		
Talk to anyone about the search (5 points each)	-0-		/		-0-
Phone interview (10 points each)	-0-	/	-0-	/	-0-
In-person interview (20 points each)	-0-	-0-	-0-	-0-	-0-
Volunteering (10 points each)	-0-	-0-	-0-	-0-	/
Total points	25 points	44 points	31 points	52 points	25 points
8 oz. glasses of water					
Exercise	30 min walk	30 min walk	60 min yard work	60 min @ gym	30 min walk

Every Monday morning, print out a fresh copy of the activity log and tape it to your desk. For every job search activity, make the appropriate mark.

Every day your goal is to get a job offer **OR** an interview **OR** twenty-five points. If you use this checklist faithfully, it'll help keep you on track, and at the end of each week, you'll be able to see the progress you've achieved.

## Job Search Daily Activity Log

<i>Job Search</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
Lunch					
End time					
Total time searching					
Resume submissions <i>(5 points each)</i>					
Follow-up on existing submissions <i>(1 point each)</i>					
Talk to anyone about the search <i>(5 points each)</i>					
Phone interview <i>(10 points each)</i>					
In-person interview <i>(20 points each)</i>					
Volunteering <i>(10 points each)</i>					
Total points					
8 oz. glasses of water					
Exercise					

**Daily Goal:** Get a job offer **OR** schedule an interview **OR** achieve 25 points