



RETURNING TO WORK

PICK A SPOT

Focus in and get clear on one or two areas that you would like to work in (i.e. retail, finance, construction) and one job type (i.e. Buyer, Analyst, Site Manager) that you really want. If you are struggling to narrow it down, start backwards and eliminate the areas and roles that definitely do not appeal to you.



CONTROL YOUR RESPONSE

Be prepared for setbacks like not receiving feedback, no replies to applications, or not being offered a role you interviewed for by being mindful of how you react. Your reaction is key! Make a plan (more on this later) and use it to keep you on track when you feel like giving up.



INACTION TO ACTION

Get smart about your approach to job seeking. Sending off applications to any job that **might** suit you vs jobs that 100% definitely will, leaving endless voicemails and 'putting feelers out' can leave you running in the wrong direction with the best intention. Read on to make a plan and get hired.





RETURNING TO WORK: PLAN

STEP 1: IDENTIFY THE REAL OBSTACLES

Identify what's stopping YOU from getting that great job. Everyone is different so your obstacle will not be the same as everyone else's. So discovering the REAL issue significantly increases your chances. To do this, start with good questions:

- What is stopping me from getting a job?
- Why is it stopping me?
- What 2 concrete things can I do to tackle this issue?
- If I had to pick one job in one industry, what would it be?
- Who hires those people?
- Of those - who hires people like me, returning to work?
- Who do I know in my network that can educate me further on the above?
- How do I guarantee I speak to 3 people this week?

STEP 2: CREATE A WEEKLY ACTION PLAN

Complete and proofread your CV
Make your LinkedIn profile excellent
Attend a relevant seminar or networking event
Research x amount of companies
LinkedIn search x number of professionals in your space
List 100 people you know to see who can help you
Make contact with x amount of warm contacts for coffee
Directly apply with a letter to x amount of target people
Improve my networking or interviewing skills - training/candid feedback



STEP 3: DO IT AGAIN EVERY WEEK!

- Find the real obstacle
- Ask great questions
- Put together an action plan

*Always my best regards
Ken*