

## Job Search Routine

Whether or not you're starting a job search of your own accord, you can easily become overwhelmed by the growing maze of job boards, company databases, and online recruiting networks unless you have a solid job search routine. Now that you've taken time to prepare, you're ready to start your search. Use the following as a guide to get started.

- 1. Keep a steady pace.** Searching for a job at the executive level can take six months or more, so it's important to have and follow a plan consistently, making adjustments as necessary. Rather than emailing your whole network in one mass email, take the time to connect on an individual basis. You may not feel like you're accomplishing as much, but this approach is proven to yield better results in the long run.
- 2. Prioritize.** Since your job search will be a long-term project, you'll need to treat it like a full-time job. If you're currently employed, you'll have to devote at least a few hours a week to career and job search-related activities, but keep in mind, the more effort you put in, the more you're likely to get out of your job search routine. Schedule a reoccurring appointment each week to carve out the time.
- 3. Track your progress.** Much like your fitness regimen, you should keep a record of what you've done so far in your job search and the results achieved. Using a spreadsheet, list the companies you're interested in, contacts in your network, the dates of your emails, texts, calls and letters, the responses you receive, interviews, and the next steps for each opportunity.
- 4. Take control.** If your current approach is not working, try something different. Whether it's deciding to hire a resume/CV writer to refresh your resume or attending more networking events to expand your network, realize that you're not stuck and you have options. Be the CEO of your job search.
- 5. Ask for help.** Start a support group or a group chat with others you know who are seeking opportunities. Or ask someone in your network to help keep you on track with weekly check-ins. Be honest with your family and friends when they ask how the search is going so that they'll know when you need support. Last, but potentially most impactful, reach out to a career coach for their expert advice. Most executive career coaches are authorities in their field and can help you identify appropriate companies and expand your network.
- 6. Stay positive.** Focusing on the negative can derail your job search, so it's crucial to focus on the possible actions you can take rather than lament about situations that are out of your control. This positivity will come across in your day-to-day job search communications as well, which could improve your likeability. Reward yourself for effort, not for results.

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