

Work Flow

Plan Your Work and Work Your Plan

Looking for a Job Is a Part-time Job

By Donald Asher, for LifeLaunch! © 2014

Looking for a job is like a part-time job itself. It should take about 25 to 30 hours a week, sometimes a lot more. My recommendation is six hours or more on Monday, Tuesday, Wednesday, Thursday—then you can take Friday and Saturday off except for monitoring emails—on Sunday evening, spend an hour or so planning your next week. That's 25 hours minimum. What are you going to spend all that time doing? That's explained in the LifeLaunch!™ system.

Here are a few facts to keep in mind:

It takes seven months of effort to find a job, on median, if you graduate without a job. That means it takes half of job seekers longer than seven months of effort. Settle into a rhythm. Don't indulge in magical thinking. All of these statements are almost always false: "This will be easy." "I can find a job quickly once I try." "I won't need to reach out to strangers because my family connections are so good." "I have great grades from a great school. This won't be a big deal."

People are more open to new things during the first part of the week, and less open to new things day by day until Friday. Mornings are better than afternoons for outgoing missives. Front-end load your week. Send out a burst of new missives every Monday, Tuesday and Wednesday. Send fewer and concentrate on follow ups on Thursday. As a general rule, avoid sending new outgoing messages on Friday.

If you can't sleep, sure, you can apply for jobs online, 24/7/365, but the efficacy of that approach is not strong, as you will learn in LifeLaunch!. Use nights and weekends for online apps, and to reach out to people that you have a social connection with, via social media or email.

Get out of bed, get dressed up, and meet someone face to face every week. No exceptions.

More people are at their own desk late Tuesday morning than any other part of the week. Tuesday from ten to noon is a great time to drop in on people at work.

You will end up with 100s or even 1000s of contacts in play. Not all contacts will be people. You'll have to keep track of people, individual companies and organizations, lists of employers, branches and HQ locations, rumors, near and distant alumni, friends of friends, applications you made, when so and so gets back from vacation, etc. You will need a system to track all those contacts, when you contacted them last, what you said last time, when you are next supposed to follow up, and so on. Build a spreadsheet, use jibberjobber, develop

your own filing system—whatever works for you. Just remember: Don't spend more time designing your work process than you spend on the work itself.

Get used to a high failure rate. If you send out 100 missives and you get zero response, your email is not worded correctly (see LifeLaunch! and the books, *How to Get Any Job*, *Cracking the Hidden Job Market*, and *The Overnight Resume* for how to do this). If you send out 100 missives and get 10 actual responses, then you are doing *great!* So get comfortable failing the overwhelming majority of the time.

Never, never fail to follow up. If someone says they'll Skype with you, or meet you for coffee, or look at your resume, *you won the lottery!* So always, always follow up.

Do not assume that someone who does not respond to you does not love you. When you write to your distant cousin on Wall Street, she may be delighted to hear from you, but... she gets 300 emails a day, or she's on vacation when you use her business email (and her assistant deletes your query), or her computer crashes, or IT migrates her email to a new shell and orphans her old email in box. There are dozens of reasons she might fail to write back. Email her again. And again. And after a while, again. And again.

Get ready for lots of interviews to finally land a job. Organizations that used to hire in two or three interviews are using five, and even more, to make a decision. Stay sharp. Stay eager. Stay enthusiastic. Plan for a series of interviews. Buy, beg, or borrow the wardrobe you will need.

You will have a near miss and it will break your heart. You will almost get a job you thought you should have won, and it will knock you down. Expect this to happen. Get back up and keep working your system.

Do something new and different every week. So on Sunday night, plan that new and different thing, and then do it in the coming week.