

Starting your job search

How do you start looking for a job? It's a big step but there are things you can do to make it easier – and to increase your chance of success. The best place to start is with a good plan.

First steps

- Make a plan with firm goals
- Treat your search as a full-time job
- Write down all your skills
- Keep reminding yourself of your goals

Take action now

Finding work is a full-time job. You need to decide on a daily job search routine and stick to it. Set aside time each day to read the papers, make phone calls and check job listings at our service centres. And set yourself targets, like how many calls you'll make each day before lunchtime.

Make a plan with firm goals

A good plan includes goals, a list of things you're going to do and dates you'll do them by. It's important to write all this down and to keep looking at it to remind you of what you want to achieve. If you'd like help with your plan, talk it over with your Case Manager.

Setting goals

A goal is a dream with deadlines – it could be short, medium or long term. Long-term goals are usually easier to reach if you set several short-term goals that help you get there. There may also be things that could get in your way – you need to recognise these things and plan to overcome them.

Each day I will ...

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____

My goal is to...	By... (day & date)	Things that could stop me...	I can overcome them by...

Reaching your goals

The formula for reaching your goals is simple. Know what you want and take action to get it. Then notice what happens. If what you're doing doesn't get results, then do something different. You will succeed.

