



TURNING POINT

Career Coaching & Consulting

Inspiration and Planning for Professionals in Career Transition

101 Ways to Jump Start your Job Search and your Career

PERSONAL FOUNDATION

1. Track at least five successes that you have each day in your Success Journal.
2. Ask another individual who is in [Career Transition](#) to be your “Career Buddy.” This will give you the opportunity to brainstorm ideas with someone who understands your situation and will also provide a partnership that will help keep you accountable to your [Job Search](#) activities.
3. Get up early in the morning and dress just as if you were going to work.
4. Create a treasure box or file consisting of important “Highlights about You.” It may contain your written accomplishments, feedback you’ve received and any other positive information about yourself.
5. Make it a point to accomplish a task or chore that you have been putting off for some time.
6. Practice speaking your truth.
7. Clean and organize your living area and office space.
8. Treat yourself as if you were a queen or a king.
9. Cultivate an attitude of abundance - mentally, emotionally, physically and spiritually.
10. Regularly schedule time to exercise each week.
11. Look for synchronistic events that occur in your life and see if there is a message or theme that you should be paying attention to.
12. Work on increasing your [Emotional Intelligence](#).
13. Listen more, talk less.

14. Look at your life and the circumstances that have happened up to this point as material for a best selling novel.
15. Dream about what could be possible if you felt the fear but courageously went ahead and took steps toward your desired outcome.
16. Take a [Class](#) in a topic or subject that you have always wanted to learn more about.
17. Treat yourself and others with the greatest sense of compassion, honor and respect.
18. Give yourself permission to honestly articulate your likes and dislikes in each area of your life.
19. Use the Magic Breath Technique to move through situations you find to be stressful. Take a full breath and fill your entire abdomen for seven seconds, hold for seven seconds and then exhale for 14 seconds; do this at least ten times.
20. Assess your perceived [Assets and Liabilities](#) as an individual. Don't be surprised to find a long list of Assets and to also realize that your Liabilities may become your Assets.

DISCOVERY PHASE

21. Consider what factors influenced you to choose the career path you've been on and ask yourself if it really reflects who you are now.
22. Write out what a perfect day in your life would look like. It may include the time you wake up, the places that you hang out during the day, the types of people you help, and the kind of work you engage in. Include as much detail as you can to make it vivid and exciting enough to read on a regular basis.
23. Identify for yourself the seven elements of the [Discovery Phase](#). How do others see you? How do you see yourself? What are your areas of interest? What are you passionate about? What do you believe to be your mission in life? What opportunities do you have available to you? What are your core values?
24. Identify the qualities you admire in other people and look for patterns that may reflect an inner desire or confirmation of your own qualities.
25. Dare to say out loud what you would really love to do.
26. Ask ten people to give you written feedback on what skills, strengths and gifts you possess.

27. Go through your bookshelves, Internet pages and magazines to see where your interests are and what places you enjoy spending most of your time.
28. Read the book [Transitions](#) by William Bridges.
29. Be specific about what group of people you have the greatest desire to help.
Examples: Executives who have organizational issues, recent retirees who want to begin the next chapter of their life, or teens who have come from broken homes.
30. Imagine the type of business you might enjoy running.
31. Create a lifeline to describe the highs and lows of your life, transition periods, lessons you learned and decisions you made about yourself.
32. Go over job or performance feedback that you've received throughout your career history; look for the commonalities and highlights.
33. Ask yourself the age old question, "Who are You?" Then write down at least two pages of information on how you perceive yourself. Include your qualities, traits, emotional make-up, roles you take on, spheres of influence; plus anything else that gives a composite picture of who you are.
34. Take a series of assessment tests to learn more about yourself, such as the [DISC Inventory](#), [Myers Briggs](#) or [MAPP Assessment](#).
35. Chose one word that you think represents the essence of who you are; then choose a type of work that is congruent with it.
36. Pretend you are sitting in your rocking chair at a very old and wise age and are sharing the highlights of your life; consider what important lessons you have learned along the way.
37. Conduct [Discovery Informational Interviews](#) with at least five people in a field or industry you are interested in.
38. Take some time to be introspective about what other areas of your life could influence your career unrest.
39. Write out your top 5 - 10 core values and live by them.
40. Complete a [Financial Analysis](#) that shows exactly what your "monthly nut" is, what your current burn rate is and where your secret financial resources are if you really get into a bind. Create a budget that reflects this analysis.
41. Go thru the exercises from the bestseller book [What Color is your Parachute](#) by Richard Bolles.
42. Spend an evening at the bookstore reading about various careers or industries that you are interested in.
43. Write out a 5/10/20-year plan and share it with someone you trust.

44. Create a collage of pictures that represent what you would like your career and life to be like.
45. Research business journals, magazine articles, databases and websites, and chose five industries you are interested in.
46. After you have completed the seven elements of the [Discovery Phase](#), limit yourself to three career choices for your ongoing Career Exploration.

DESIGN PHASE

47. Practice your transition phrase so that you can easily say it and are excited to share it with people you know or meet. It must make you feel good every time you say it, be two to three lines in length and encourage positive conversations with other people.
48. Write out a job description that describes the qualities and responsibilities you would want someone to have if you hired them to look for a job for you...then hire yourself and exceed the requirements.
49. Analyze exactly where you are getting stuck in the interview process and make the changes necessary to be more successful.
50. Track your job-search expenses and check the IRS website <http://www.irs.gov/pub/irs-pdf/p4128.pdf> to see what tax deductions you are eligible for.
51. Pick out some great thank-you notes to send out within 24 hours of having an interview or meeting. Remember the receptionist, who can be instrumental in helping you in the future.
52. Create at least 50 personal and professional accomplishments to fill your [Accomplishment Bank](#).
53. Purchase new business clothes, have your hair styled or get a make-over to update your professional appearance.
54. Arrive 15 minutes early for your interview and greet everyone you meet with a smile.
55. Understand the five stages of finding a job—[Personal Preparation](#), [Professional Preparation](#), [Job Search](#), [Interviewing](#) and [Salary Negotiation](#)—and what steps you need to take to be successful.
56. Contact the individuals you have chosen to be your references and make sure you have their permission to share their contact information. Prep them on the specific areas that you want them to focus on, and keep them posted on your progress.

57. Create a dynamic cover-letter template that can be easily customized to target specific opportunities at companies you would like to work for.
58. Read and apply the information from any résumé book written by [Wendy Enelow and Louise Kursmark](#).
59. Practice your 30-second commercial aloud-in your car, during your morning shower, for your pets and, most often, with people who will give you honest feedback. Remember: DO NOT memorize it, but DO know the pertinent points and weave them together in a manner that keeps the information interesting and fresh.
60. Purchase and read the book [Jobshift](#) by William Bridges to better understand the changes in the way we view work today.
61. Go to a networking or association meeting in your field; speak to at least five people about possible career opportunities.
62. Create a Target List of the “Top 20” companies you’d like to work for. Start thinking about strategic ways you could approach the companies and any contacts you might know who could help you.
63. Ask people you know in your industry for honest feedback regarding the effectiveness of your résumé and how it correlates to the positions you’re targeting.
64. Create a [Tracking Sheet](#) to chart your job-search activity and use it daily. Track how many résumés you send out each week, the types of positions, the various versions, networking contacts you make, each interview that you go on, review notes and follow-up status for each entry.
65. Look for recruiters who specialize in your industry and contact them for possible opportunities.
66. Prepare a list of 20 questions to ask during an interview. They may have to do with the company culture, expectations for the job, challenges in the industry or opportunities that are being created or currently exist within the company.
67. Order top-quality, professional business cards from www.Vistaprint.com to use in your networking endeavors.
68. If you don’t receive a response from sending in your résumé, send a follow-up letter to the employer within two weeks
69. Turn perceived obstacles in your career history into strong benefits for a future employer.

70. Spend less time on the Internet and more time making contact with people in person.
71. Make it a point to meet five new people this week and find out what you can do to help them; also let them know what you are looking for.
72. Read the book, [*Negotiating Your Salary: How to Make \\$1,000 a Minute*](#), by Jack Chapman.
73. Put together a portfolio to showcase your accomplishments, the quality and style of your work and anything else that showcases your skills and abilities.
74. Practice tough interview questions with a partner, and ask for some honest feedback to help you improve.
75. Go to the library and get acquainted with the [Reference USA Database](#). It will help you locate specific companies and information for various SIC codes in your area.
76. Conduct at least three hours of research before going on an interview. Find out about the company, individuals who are employed there and any competitive knowledge that will be helpful.
77. Give yourself some type of reward if you complete all of your [Weekly Career Campaign Activities](#) and reach your weekly job-search goals.
78. Act as if you had the job already-What would you do? Where would you hang out? What activities would you engage in?
79. Send five people notes or articles that they may find of interest; it's a great way connect.
80. Put together a 30-60-90-day proposal to present to a company when you are in the later phases of interviews.
81. Write an article on a topic for which you are an expert, and send it to people in your field.
82. Decide on the top ten [Job Search Strategies](#) you want to use. Mark needed websites, set-up accounts and use job-search agents; then concentrate your efforts on managing the process instead of continually looking online.
83. Follow up, follow up and follow up!
84. Write a press release that highlights your achievements and recent accomplishments. Then send it out to key decision makers in your industry.
85. Think about creative, out-of-the-box ideas that could get you into a company you haven't been able to contact.

86. Within 90 days of starting your new position, send out an announcement/thank you letter to all of the people who helped you during your career transition.

DEVELOPMENT PHASE

87. Write out a specific plan of action for each of your work goals.
88. Spend some time conducting a "[Year in Review](#)" process to evaluate all areas of your life, and then set goals for your upcoming year.
89. Start a graduate, undergraduate, online or professional-certification program.
90. Subscribe to trade journals in your profession in order to keep current on trends and changes within your industry.
91. Talk with someone from your company whom you don't know well; take that co-worker to lunch and become better acquainted.
92. Create relationships with individuals who can be instrumental in teaching, guiding and mentoring your career.
93. Read [What Got You Here Won't Get You There: How Successful People Become Even More Successful](#) by Marshall Goldsmith.
94. Continue to document your accomplishments on a monthly basis. Write them in [P.A.R.](#) format and file them for future use in salary reviews and career opportunities.
95. Read [Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life](#), by Ken Blanchard, to better understand the nature of change.
96. Assess whether your skills and knowledge are state-of-the-art for your career field or obsolete, and make changes as needed.
97. Continually explore various ways to express your [creativity](#).
98. Give more than what is expected.
99. Make it a habit to save 10% of every dollar you make and invest it in your future. Work with your family to create a long-term investment plan for your future.
100. Read at least two books per month to keep current on trends, business issues and technology issues; these can include biographies of people you admire.

101 Hire a Coach to help you navigate through the phases of [Personal Foundation](#), [Discovery](#), [Design](#) and [Development](#).