

Staying focused on your job search

Despite the rumours out there, we are not natural multi taskers! We work much better when focused on one task at a time. Being focused is critical to top productivity and achieving results. First, we need to eliminate the distractions and set goals.

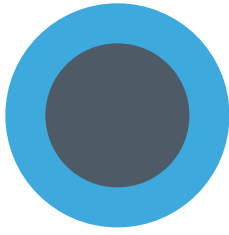
Have a Schedule

A "To Do" list is an excellent way to start, make a list of all the tasks that need doing and prioritise them. Be realistic too, not all jobs will get done in a day, particularly if you are searching for a new role whilst still employed. Most of your day should be focused on taking one step at a time to ensure you focus on getting the job done well and ultimately get to work in the right role for a company you will enjoy working for.

Some examples might include:

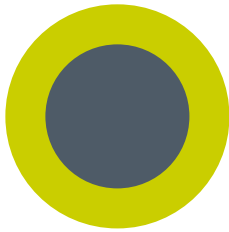
- What job do I want to land next?
- Decide what style of CV will present me in the right way (See our guide on different styles of CV)
- Update my LinkedIn profile – make sure I have the tab 'open to new opportunities' switched on
- Prepare a list of companies I would like to work for
- Check out the companies websites
- Register with recruitment agencies that I would be happy to represent me
- Go for it!
- Be patient.....

Top Tips



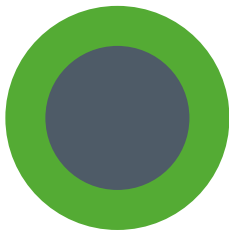
BE CLEAR ON YOUR SEARCH

Before you start searching, be clear on what you hope to achieve in your next career move. What are your strengths and why would you want to work in a particular role or sector? Think about the type of business you want to work for and where you will be happy. As you start to find jobs that appeal to you, you can better define what it is you are looking for. Note the job titles used for jobs that interest you so you can use them in future searches.



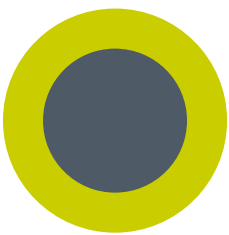
SET A GOAL FOR THE DAY

From your "To Do List", pick your goal for the day, for example, completing an application. Organise your "To do" list into 60/90 minute blocks. This really helps organise your time and focuses the mind on each task. Make sure you have 10/15 minute breaks in between your work blocks. Make sure you go back and revisit work following a break. Make sure you allocate specific time each day for your job search, so you have a regular routine.



KEEP TRACK

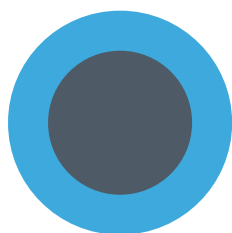
Stay on top of your actions and keep track of where you are with a spreadsheet. This will help to see when you should be chasing up job applications and ensure you can quickly determine which job any correspondence relates to.



AVOID CHECKING EMAILS

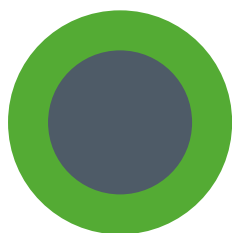
Your first job in the morning should be dedicated to yourself! Look at your deadlines/tasks and work out what you need to happen in your day to make sure you accomplish your goals. It's so easy to get side-tracked by answering other people's requests, before you know it, you've lost much of your day to others. Answering your emails is an important task and can be one of your 60/90 minute blocks at some point during the day, just not first thing.





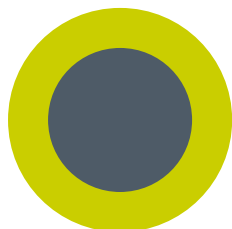
ELIMINATE OTHER DISTRACTIONS

Hunger, emails, phone, social media? These are just some of the top distractors that can prevent you from getting things done. Clear your desk, block your time out of your diary, find a quiet place to start on your tasks. Consider switching off your computer and drafting an application form offline first to avoid being distracted by incoming emails and messages. Research has shown that every time you get distracted, it takes the mind 10-15 minutes to get back to the task in hand.



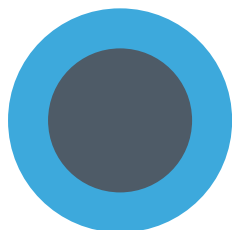
SET REALISTIC GOALS

Don't be afraid to set realistic time frames for yourself. By managing your workload, you'll have a clear idea of what's achievable.



MUSIC & FOOD

Research by the University College of London has suggested playing music without lyrics to create background noise has been shown to boost concentration. Have snacks and water readily available too to keep the hunger at bay.



TIME FOR YOURSELF

Job searching can, at times, be frustrating and demoralising. Ensure that you give yourself the opportunity to "switch off" from job searching.

The internet will provide a wealth of jobs but don't limit yourself to the big recruiter websites. Networking and recommendations can be invaluable, attending job fairs, connecting with recruiters and linking with professionals on LinkedIn.

Attract | Recruit | Retain | Develop



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