

People have used this checklist to get great jobs in 2 months or less. One person found a job paying 15% (on \$110,000) more than his last job in 37 days doing exactly what he wanted to do. Another found his perfect job within 29 days of being laid off at a salary of \$95,000. While we don't guarantee you will have the same results, we know that you will likely get a great job in 2 months or less if you follow these steps and join a job club.

Enroll in our online course (www.GoalsWork-Institute1.Teachable.com) for details on each step.

Write an *Employer Description* Outlining Exactly What You Want & Compare Opportunities to It

- Decide if I want to find a job, a career, or pursue my calling (see *The Zookeepers Secret* by Jeffrey Thompson & Stuart Bunderson)
- Section 1 Outline my favorite skills, my most desired tasks & chosen responsibilities (including % of use for each), & job titles
- Section 2 List 3-4 industries in which I want to work)
 - Aerospace
 - Agriculture, Forestry, Fishing
 - Chemical Industry
 - Computer Industry
 - Construction Industry
 - Consulting/Training/Bus. Services
 - Direct sales industry
 - Defense Industry
 - Education Industry
 - Energy Industry
 - Entertainment Industry
 - Financial Services Industry
 - Food Industry
 - Health Care Industry
 - Hospitality Industry
 - Information Industry
 - Manufacturing
 - Mass Media
 - Mining
 - Service Industry
 - Telecommunications Industry
 - Transport Industry
 - Water Industry
- Section 3 Describe the size of organization I wish to work in: start-up, small, medium, large, global
- Section 4 Identify what kind of ownership of my ideal organization: stockholder, private, self, government, or nonprofit
- Section 5 Categorize the countries, states, and cities I desire and the locale (metro, urban, suburban, rural, or virtual) I want
- Section 6 Explain the physical formation, leadership style, organizational culture, written & unwritten rules I thrive under
- Compare my *Employer Description* to potential work opportunities to evaluate which opportunities will make me happiest

Adopt the “How Can I Help?” Attitude

- Stop saying *stupid stuff* like “Are you hiring?”, “I’m looking for a job”, “Here’s my resume”, “I completed your online application, and would like to set an appointment.”, or “Have you made a decision yet?”
- Maintain my *professional identity* rather than adopting the *job seeker identity* to define how the world works and what I should do
- Focus on finding people or organizations who need my skills to accomplish their goals or resolve their problems
- Frequently use the phrase “How can I help?” when talking or messaging people or organizations

Prepare Questions to Identify Organization’s Wants and Needs

- Research organizations online to identify which organizations need or want what I can offer and “How I can help”
- Review company web sites, articles, press releases, and more to discover their goals, cultures, challenges, and needs
- Prepare questions to ask people who do not work in my specialty to discover how, where, & who in their company fulfills my skills
- Prepare technical questions to ask people like me about projects, goals, trends, software, metrics, and challenges in their organization
- Prepare questions to identify organizational culture, leadership styles, physical layouts, and issues listed on my *Employer Description*

Say the Right Things to Prove You are the Solution They Need

Use the worksheet on page 2. Be very careful not to combine any of these steps. Your brain will crash, and you will stumble to a stop

- List ten skills I love to use, plus the top skills I identified by reviewing 4 posted job openings in column 1 of the worksheet (10 skills)
- Ponder how I used each skill in my current or last job, previous jobs, & civic or community services(4 skills x 3 categories = 12 sections)

- Jot down (3-5 words) about a very specific example of what I did for each situation, etc. (12 sections x 3 examples = 36 statements)
- Turn each specific example into a rough, unrefined sentence detailing what happened and results that occurred from your efforts
- Refine each sentence in the following ways (Make each refinement separately for each sentence. Do not combine these refinements)
 - Use a baseball diamond to structure each sentence: 1st where, 2nd what you did, 3rd the result that occurred, & home a question applying the statement to this specific company or organization
 - Exchange implied numbers for actual or estimated numeric symbols (\$,%,#s)
 - Translate jargon for phrases that will be misunderstood (i.e. *execute* has different meanings for athletes and prison guards)
 - Ensure use of the active versus the passive voice, and 3rd person plural when feasible
 - Enhance word choices for more refined, sophisticated reading levels (i.e. *disadvantaged families* for *poor families*)
- Ask someone to review, edit, and perfect the statements (leaving symbols instead of words)
- Use the entire statement in meetings, interviews, and reconnecting after meetings; used the results portion in resumes & cover letters
- Answer questions with home run statements, turning negatives into positives, questions for more information, or my dessert tray
- Evaluate interviews: who I met with, what went well, what I said I wish I hadn't, what I didn't say I wish I had, & perceived weaknesses
- Reconnect 4 times after interviews with a thank you card, and 3 phone calls fixing the poor answer, giving the answer I should have, and demonstrating what I have done to compensate for perceived weaknesses

Contact 10 People a Day and Schedule 10 Face-to-Face Meetings a Week

- Spend 2 hours each Monday identifying 50 people to contact from my email list, social media connections, associations, & other sources:
 - 10 from my email or phone list,
 - 20 from LinkedIn Facebook or associations,
 - 10 from prior meetings or contacts,
 - 7 from want ads, and
 - 3 other sources.
- Contact 5-6 people to ask questions to gather information about organizational wants and needs (half that if employed)
- Each day contact 2-3 people to schedule face-to-face meetings, & 2 people to reconnect after previous contacts (half that if employed)
- Hold 5-7 face-to-face meetings per week to gather information about their wants and needs (half that if employed)
- Help 3-5 face-to-face meetings per week to prove I am the solution they need (half that if employed)

Worksheet to Prepare 36 Home Run Statements

Use this worksheet to prepare your 36 scholarship statements.

1. Skills	2. Situations for each skill	3. Jot Down a specific example for each situation 4. Turn each specific example into a sentence cover each base: 1 st Where, 2 nd What you did, 3 rd Results from your efforts, Home: question to apply it to them. 5. Refine sentences: implied numbers for real numbers, translate jargon, active voice, 3 rd person, & refined vocabulary 6. Ask someone else to edit your statements while ignoring rules governing numbers
	Current or Last Job	
	Previous Jobs	
	Civic, Personal, Other	
	Current or Last Job	
	Previous Jobs	
	Civic, Personal, Other	
	Current or Last Job	
	Previous Jobs	
	Civic, Personal, Other	

	Current or Last Job	
	Previous Jobs	
	Civic, Personal, Other	
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