

## JOB SEARCH ALIGNMENT STEPS

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As a general rule, I recommend that you take several **steps to finding/making good job matches** to your abilities and preferences. Use this outline as a point of departure to refine your search, make good choices, and tweak your résumé. The writing is important, sometimes working subliminally: you may put away your writings for years, then discover that you've accomplished everything on your list!

### **STEP 1** Establish your value

- Make a *written* list of the **value/assets** you bring to a business – any business, whether it is working for someone else or self-employed, e.g. reliable, dependable employee. Think, too, in terms of the profit/loss bottom line: how much income (**\$ per hour**) **can you expect to generate?** (Think of public schools as a business, by the way: they are in competition with private schools, and sometimes with one another.) Write the \$/hr amount you can generate for a business: \$\_\_\_\_\_/hr.

### **STEP 2** Determine your priorities (tangible and intangible)

- Make a **PRO/CON chart** of job characteristics and elements (two *written* lists side-by-side, very roughly 15-20 items on each list), e.g. CON: wear a tie daily.
- Next, for each item on each list, assign a general estimation of **how important** each item is to you (**scale of 1-to-5**, 5 being extremely important).
- Next, **rank the items** in each of the two lists **##-to-1** in importance, **##** being the total number of items on that list and **##** assigned to the topmost priority for the list (e.g. absolute "must-have" for PRO list, "must-not-have" for CON). The two items assigned "1" are bottom-most priorities for the two lists.

### **STEP 3** (In the meantime. . .) Dare to dream

- Even if you think you know what you want to do, allow yourself three days to brainstorm, daydream, surf the web, think outside the box, etc., to come up with a *written* list of possible jobs – including those you care not to pursue – that match your abilities, then stop. For the 3 days, allow yourself to avoid having to consider practicality and reality. It will continue a bit beyond the 3 days anyway, but rein it in, so that you can direct your thinking toward productive, purpose-driven solutions.

### **STEP 4** (Either in the meantime or later. . .) Design a future you to direct your choices

- Create your 5-year-hence résumé – a "fantasy" version, but limit entries to things within the realm of "possible" for you. Keep this where you will find it in a few years.
- In doing so, also articulate *in writing* a list of those things which you most want to avoid by the end of the 5-year horizon.

### **“Words of Wisdom”**

My mom always said, "Always hope for the best, prepare for the worst, and make the most of whatever comes your way." As a corollary to that, I always say: "The definition of 'lucky' is being ready, willing, and able to recognize and to **make the most of opportunities** when they do make an appearance. It is equally important to recognize those appearances of **opportunities that must be declined**, so as not to make a fruitless detour en route toward your next goal."

Use these steps as a tool for **forming a 5-year future** for yourself – the first of many.