



Help Yourself Check List

There are many ways to enhance your ability to carry out a successful job search. You need to realize that a job search can be stressful. There are things you can do from the very start to reduce stress or prevent the search from having a negative impact in your life.

	<p>Eat a balanced diet Make sure you are getting the proper nutrients from a balanced diet. Keep eating your regular meals. Review your diet to ensure that the foods you eat are helping you to stay healthy. Avoid junk food. Eat foods high in protein and fiber.</p>
	<p>Exercise regularly Keep up regular exercise. If you can not afford membership in a YMCA or local gym, take walks every day. Exercise has been proven to be an effective way of relieving stress. It also helps you maintain a positive outlook about yourself.</p>
	<p>Sleep regularly Sleep seven to eight hours a night to restore your body and mind. But don't overdo it. Looking for a job is a 40-hour a week project. Don't waste your time sleeping all day when you could be finding that job lead that would lead you to your next job.</p>
	<p>Connect with others Stay in contact with others. Family and friends can be a positive support network. You should talk out any events that happened or any frustrations you may feel. Social support provided by family and friends will help build your confidence and lessen some of your fears. If opening up to a family member or a friend is not an option, consider joining a job-search support group or talking to a counselor.</p>
	<p>Use positive "self-talk" You can keep your self-esteem intact by being nice to yourself. Remember who you are as a person, as well as your prior work accomplishments. Remember that many factors determine who is laid off or who is hired. Staying positive will make it easier for others to want to help you. Occasionally reward yourself as you reach intermediate goals.</p>
	<p>Help motivate yourself Listening to or watching a motivational speaker may uplift your spirits and keep you thinking positively. This could help your confidence as you search for a new job. Most libraries and video stores carry tapes made by motivational speakers. Your local church or community agency can help, as well.</p>
	<p>Examine your budget You will be more in control if you know how much money you really need to</p>

	<p>make ends meet. Look at your expenses and figure out what you need to do to cut them. If necessary, seek help in handling bills. Look around for local budget management workshops or counseling services.</p>
	<p>Schedule your time You will feel more comfortable if you schedule activities and make long-range plans. It helps to gain a feel of control over your time.</p>
	<p>Have a plan of action Think about your job search goals. Identify your work accomplishments. Know the skills you want to use and the occupation you want to pursue on your next job. Update your job search techniques. With this preparation, you are ready to take action.</p>
	<p>Review your skills Review your past skills, abilities, and accomplishments. Job search is a time when you spend many hours and get few positive returns. You need to provide your own positive returns by regularly reviewing yourself. This can make you more enthusiastic about the product you are selling, namely, yourself.</p>
	<p>Increase your skills You can do this in many ways, through projects, hobbies, volunteer work, skill workshops, or training courses. Taking a positive step to increase or improve your skills can help you feel better about yourself.</p>
	<p>Do volunteer or part-time work Find a place where you can keep your skills active through volunteering or part-time work. This will help you keep your skills active. These experiences demonstrate your skills to other employers. Even if it is not a job you want to stay in, the experience builds your network in the work place. Many employers find someone who takes positive steps for themselves more attractive as an employee.</p>
	<p>Avoid drugs and alcohol Drugs and alcohol will only impair your job search and may lead to a substance abuse problem. Organization, concentration, and decision making, all skills required for a successful job search, require a clear mind.</p>
	<p>Seek help, if needed If you find yourself suffering from any of the signs of extreme stress, look for help before it becomes a problem. These signs can include: feelings of worthlessness or hopelessness, difficulty in thinking or concentrating, a significant increase or decrease in appetite, feeling sick more often, lack of interest in life in general, or dwelling on morbid thoughts or suicide.</p>