

Progress Check List

This is an Overview/ Outline for you to follow. It does not have to be done in rigid order. It is meant to act as a Master Map of the events. The Plan is the result of many years of practice and research and should be followed step by step. These steps can be started even if you have already “done it your own way”. Just begin fresh, and follow the steps. There are many terms and references that are explained in great detail in the program, so don’t worry if you do not recognize the term or understand what exactly is required. It is all explained in the program. We suggest you print this and make it the first few pages of your workbook.

Setting Up to Get Started

- Decide how I will keep track of my activities
 - Computer system
 - Which one? Outlook, Maximizer, Act, Other?
 - Manual System
 - Acquire the Supplies like 3x5 cards or tracking program
 - Go to manual System forms in this program and print the tracking forms

First Step – Achievements

- Download Forms and print/copy lots of pages
- Start “remembering” your Achievements per Instructions
 - Make sure there are “two legs” where possible per exercise
 - Remember and record all you can, (have someone else ask you the questions often helps)
 - Look at others example lists, these will often remind you of other points from your life
 - Once list is complete go back and assign Priority and Category
- Use Achievement Form Category Sheets
 - Transpose all of the achievements. Some will be on several sheets
 - Leave some spaces between groups as you will remember other things over time
- Write a paragraph or two on five of your favorite achievements
 - Review for hints and common threads

Now we know Who we are and What we have done

Perfect Job Exercise

- Complete the exercise
- Select five of your achievements and write a paragraph or two
 - Review and watch for common threads

Now we know where we want to go

Create Resumes

- We will create THREE targeted focussed resumes and have electronic and formal versions
- Review example files to get ideas
- Create Cover letters

Now we have the Tools we will need

The Plan

Research Potential Companies

- Decide what THREE target Groups we will set. These are job and industry specific. See exercises
- Research which companies we will target, and acquire all of the target info, create lists
- Set the first Campaign it will take a week to start
- Set the second Campaign and be ready to start it in week Two
- Set the Third Campaign and be ready to start it in week three

Search Targeted company websites and internet resources weekly for jobs

Start Campaign One

- Each Campaign should be about 100 targets this is do-able and really the minimum to generate results
- Send them out by email or Snail Mail
- Set the follow-ups for net week. That would be about 20 a day. That is not the only daily activity

Start Campaign Two

- Follow up Campaign One
- Send all of Campaign two
- Set the Follow-ups

Start Campaign Three

- Follow Up Campaign Two
- Send All Campaign three
- Set the Follow-ups

What to do when we are not getting Interviews

- Re-assess the targets
- Review the tools
- Reset targets and re-send
- How to get professional help, who they are and how much it might cost?
- Things to avoid when we are desperate

Now we are planting the seeds and hoping for a good crop

Receive Favorable responses and Set Interviews

- Do interview preparation exercises
- Do client research
- Find out all you can about the company
- Interview to win
- Get out all of the homework and tips and put them to use, and practice

Negotiate the Package

- See the correct steps to work this to our advantage
- Remember, we have not accepted yet

Resigning Gracefully

- Avoid it coming back to haunt you in the future
- Letters, forms and guidance

Now we have the harvest and we will be tying up the loose ends