

5 Job Search Shortcuts for Busy Professionals

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A job search can quickly become a time consuming and frustrating experience, without the right tools, planning and resources. Making one mistake such as using “surfing the internet” as your main medium for job hunting, can lead to countless hours of wasted time each week. Here are five simple steps you can take to save yourself time, frustration and wasted energy:

Step 1: Create your system

Use a simple system to map out (yes, actually write it out – so it’s “out of your head” and on paper!) your job search goals. Where you are going, what is motivating you, your thoughts on how you are going to get there and what your ultimate goal is. Mapping out your plan and your strategy will keep you on track and focused – thus, saving you potential wasted time and energy.

Step 2: Use a job aggregator

In other words, a beta search engine for jobs. This way you can use one site, for one search to find almost all posted jobs. This one step will save you from hopping from one job board to another – and endless hours of frustration. Understand that responses on any job board vary from 2% to 6%. With those odds, this is one critical area you really want to look to streamline your search and save yourself time.

Step 3: Set up an e mail alert

Set up an e mail alert on the job aggregator of your choice. This saves you even more time as your matching jobs will automatically be sent you!

Step 4: Invest wisely

It’s easy to figure out where best to invest your time. Simply identify the top three areas where you are most certain to penetrate your market. It could be “like companies” in a technology business park, or a trade association, through social networking sites or through a portal such as the top 10 executive recruiting firms. Once you have identified where to invest your time for the biggest payback, you can minimize the time you spend on other job search activities while you maximize your time in your key areas.

Step Five: Create a schedule

Create a modest “job search schedule” for yourself. Specifically, dates and times each week you are going to devote to your career move. Why a “modest” schedule? Because you want to create a schedule you can actually keep and feel a real sense of achievement as you reach your weekly goals. You can always increase your commitment later! This technique works wonders during a career search. You will be amazed how feeling yourself accomplish your job search goals in real time will motivate you as you move forward!

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