



## CAREER BOUND SUCCESS, INC.

### How to Stay Focused During Transition

When you are in transition, it is easy to get side-tracked, procrastinate, and feel unmotivated to start the job search process all over again.

Therefore, it is important to create a routine for yourself at the beginning of your job search that establishes a very productive approach. Managing your time efficiently will help you remain positive throughout your search and successfully land your next job opportunity.

### Three Key Strategies to Improve Your Time Management Skills

#### 1. Treat your job search *like* a job

- Create a daily job search schedule:
  - Set up meetings and phone calls with individuals from your contact network
  - Research contacts at targeted companies on LinkedIn
  - Schedule informational interviews
  - Tailor your resumes and cover letters for specific job openings
- Keep yourself updated by reading the news, articles, and blogs to have a better understanding of opportunities within your target industry and to stay up-to-date on current events.

### Job Search Strategies

Discover your competitive advantage by collaborating with Arlene Newman, President of Career Bound Success, and her team. We work with professionals, alumni, and college students providing them with skills to successfully land jobs!

With more than 20 years of Human Resources experience, we coach clients on resumes, interviewing, networking, personal branding, and negotiating competitive salaries.

### Jump Start Your Job Search

- [Career Exploration](#)
- [Resume Preparation](#)
- [Personal Branding](#)
- [Online Image](#)
- [Networking Skills](#)
- [Interview Training](#)
- [Salary Negotiation Skills](#)
- [On-Boarding Skills](#)

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## 2. Be Realistic

- Manage your job search activities and be realistic when organizing your schedule and setting deadlines.
- When interviewing at one company, continue your job search rather than just waiting for the results. Often companies take substantial time to finalize hiring decisions. If the decision is not favorable, you have spent precious time waiting when you could have been pursuing other leads.

## 3. Stay Active & Positive!

- It's not healthy, both physically and psychologically, to stay home all day. Be active by exercising, reaching out to friends and family, networking by attending events, and taking classes to obtain new skills.
- Although job search may be a frustrating process, it is important to remain focused and positive to achieve results!

## Set Up Your Free Consultation

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