

- Workbook -

FAST TRACK TO YOUR DREAM JOB

Effective & *Unconventional*
Job Search Strategies
for
Leaders

by

Myriam Callegarin

Executive & Personal Leadership Coach

www.effective-actions.com

Hello!

I hope you enjoyed listening to the audio and reading the transcript of the tele-seminar "Fast Track to Your Dream Job - Effective & *Unconventional* Job Search Strategies for Leaders".

What did you find most interesting, among the tips and strategies I mentioned? I'm pretty sure you already knew several of the things I outlined. But simply knowing something does not always provide results. We only achieve results when we put in practice what we know.

Now it's time to make your "Know-How" work! So let's put it in practice.

The purpose of this workbook is to help you think further and to go deeper. Where to? Into your real potential as well as into your possible roadblocks. You will find questions or activities that you may find challenging, or that you don't feel so comfortable with. Stay there! We experience the greatest success when we take action **outside** our comfort zone. Is this true for you? Think about some moments in which you achieved something big: how did you do that? Did that require an extra effort from your side? And how did you feel once you had achieved it?

Well, I would be really happy if you experienced the same sensation of accomplishment, after putting in practice what you know, and what you learnt from this seminar.

Enjoy the journey! And if you have any questions or need further assistance, please feel free to contact me at contact@effective-actions.com

I will be happy to do my best to support you!

Myriam Callegarin

HOW TO USE THIS WORKBOOK

Print this workbook, as well as the transcript of “Fast Track to Your Dream Job”. This workbook has been set up following the 8 steps described in the transcript, for example, each set of questions and activities included in Step 1 in this workbook refers to what is described in Step 1 in the transcript.

Completing this workbook may require one hour or more, depending on how much you already know about yourself and the job you want, and on how organized you are (for example, if you already have all of your contacts in a structured file, then you don’t need to do it again). Most people need several hours to go through this, depending on where they are in their job search.

It is important that you start from the beginning even if you have just been invited to an interview. Each step will help you gain a deeper insight about your real goals and about your real potential. This will help you feel more confident and determined when you meet a recruiter or your potential employer in the interview.

If you are in the beginning of your job search, schedule 30 or 60 minutes every day in order to move forward with this workbook regularly. Include plenty of time for your job search activities: networking, browsing job offers, etc. Organization and structure are the best ways to make you feel more in control throughout your job search journey.

Keep track of all the things you do every day for your job search. It will help you see that you are making progress.

If you need more practical, on-going support, the [Virtual Coaching Program](#) may be the right tool for you. You can find it on our website at www.effective-actions.com

STEP 1 - Develop the mindset of a Leader

Look at your past professional achievements. What results did you provide to your organizations? *Write concrete numbers whenever possible.*

What do you do at work that is important and relevant for your company?

In what ways are you, or could you be an investment for your company?

Think about how you are a valuable investment for your (future) employer. What does this feel like? *Take a few minutes to describe it – tune into the empowered feelings you experience.*
