



MODULE 2

# Self Discovery Tools

# Step 1 - Know your Stress level

This exer will help you see how vulnerable you may be to the stress of job hunting. Evaluate yourself on each of the items listed below using the following scale. Circle your answers then add the circled numbers to obtain your stress vulnerability score.



Stress Indicator statements	NO	No	no	yes	Yes	YES
I eat at least 2 balanced meals per day.	1	2	3	4	5	6
I get 7 to 8 hours sleep each night.	1	2	3	4	5	6
I give and receive affection regularly.	1	2	3	4	5	6
I have several close relatives on whom I can rely.	1	2	3	4	5	6
I exercise at least 3 times per week.	1	2	3	4	5	6
I seldom smoke cigarettes.	1	2	3	4	5	6
I am the appropriate weight for my height.	1	2	3	4	5	6
I have an income adequate to meet basic expenses.	1	2	3	4	5	6
I get strength from my spiritual beliefs.	1	2	3	4	5	6
I regularly attend club or social activities.	1	2	3	4	5	6
I take fewer than 3 alcohol drinks/week.	1	2	3	4	5	6
I have a strong network of friends and acquaintances.	1	2	3	4	5	6
I have several close friends in whom I confide.	1	2	3	4	5	6
I am in good health.	1	2	3	4	5	6
I am able to speak openly about my feelings.	1	2	3	4	5	6
I have regular conversations with family members about problems, chores, money and daily living concerns.	1	2	3	4	5	6
I do something for fun at least once per week.	1	2	3	4	5	6
I am able to organize my time effectively.	1	2	3	4	5	6
I drink less than 3 cups of coffee, tea or cola per day.	1	2	3	4	5	6
I take quiet time for myself during the day.	1	2	3	4	5	6

**TOTAL STRESS VULNERABILITY SCORE** = \_\_\_\_\_



## Stress Indication

# Interpreting the stress indicator

### 70 or more

Generally you have low vulnerability to stress related problems. Still, looking for work can generate more stress than you are accustomed to. Use the Strive for Balance exercises to design a stress management plan, and take good care of yourself during your job search.

### 41 to 69

You are moderately vulnerable to stress related problems. A stress management plan will be important during your job search. Complete the Strive for Balance exercises, and design your own plan.

### 40 or less

You are highly vulnerable to stress related problems. Examine your lowest scores on the Stress Indicator and consider making some changes in your life. After doing so, to ensure your emotional and physical well being, complete the Strive for Balance exercises and design a stress management plan for yourself.

# 2. Communicate Wisely



When you are out of work, it is tempting to let everyone know how you feel. You may want to tell your side of the story about leaving your job or how disruptive this change has become.

You may need to share frustrations, but do so selectively. People are more willing to help you when you are positive and optimistic. Since you need positive references and genuine support throughout your search, be aware of what you say and how your comments reflect on you.

During your job search, you will find yourself entering into two types of conversations: those that focus on frustrations and concerns, and those that focus on positive points that further your campaign. Both types of conversation are important to your success.

The key is to have each type of discussion with the appropriate people. Below are topics that are appropriate to discuss **ONLY WITH** family members, your consultant and others who care personally about you:

- details about leaving your last job
- medical problems
- fears about finding work
- job hunting frustrations
- financial worries
- past employment grievances

## Now, list specific individuals with whom you can discuss above topics:


# 2. Communicate Wisely



Below are topics that are appropriate to discuss ONLY WITH job contacts:

- benefits you bring
- past accomplishments
- career objectives
- personal strengths
- growing industries
- referrals in companies
- new opportunities
- technical expertise

**Now, list specific individuals with whom you can discuss above topics:**

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# 3. Job Checklist

This exercise helps you understand what you need to do to prepare for a job search. You will evaluate yourself in seven areas of job searching covered in this program. Use the following scale when responding:

Telephone skills	NO	No	no	yes	Yes	YES
I understand the advantages to using the telephone in my job search.	1	2	3	4	5	6
I know how to use the telephone to gather information about jobs and companies.	1	2	3	4	5	6
I can discuss my strengths on the telephone in a way that will leave a positive impression.	1	2	3	4	5	6
I know how to use the telephone to effectively follow up on correspondence.	1	2	3	4	5	6
<b>Technology</b>						
I know the pros and cons of posting my resume online.	1	2	3	4	5	6
I know how to leverage on line job boards/career sites.	1	2	3	4	5	6
I know how to use the Internet to conduct company research.	1	2	3	4	5	6
<b>Interviewing</b>						
I know how to make a positive first impression in job interviews.	1	2	3	4	5	6
I am prepared to answer the typical questions interviewers ask.	1	2	3	4	5	6
I know how to ask questions that convey my interest in a company.	1	2	3	4	5	6
I know how to increase my chances of getting an offer by following up.	1	2	3	4	5	6

Getting started	NO	No	no	yes	Yes	YES
I know several ways to manage the stress I may experience during my search.	1	2	3	4	5	6
I know what to say and what not to say to contacts who can help me.	1	2	3	4	5	6
I have prepared a budget to help me through this period.	1	2	3	4	5	6
I know how to best schedule my time to find a new job as soon as possible.	1	2	3	4	5	6

Looking at options	NO	No	no	yes	Yes	YES
I know what I need and want from a new job.	1	2	3	4	5	6
I am clear about the skills and abilities I bring to a new company.	1	2	3	4	5	6
I am prepared to discuss my personal accomplishments with potential employers.	1	2	3	4	5	6
I know how to determine what career options are available to me.	1	2	3	4	5	6

Resumes	NO	No	no	yes	Yes	YES
I understand the different types of resume formats.	1	2	3	4	5	6
I know how to write a strong resume.	1	2	3	4	5	6
I know how to design a resume that will impress potential employers.	1	2	3	4	5	6
I know how to format a text/scannable version of my resume.	1	2	3	4	5	6

The game plan	NO	No	no	yes	Yes	YES
I know how to increase my chances for success when responding to job postings.	1	2	3	4	5	6
I know how to select and work with recruiting firms.	1	2	3	4	5	6
I know how to approach companies that are not advertising jobs, but may have them.	1	2	3	4	5	6
I know how to develop a network of contacts.	1	2	3	4	5	6
I know how to turn my networking contacts into an effective referral and information resource.	1	2	3	4	5	6

# Interpret your scores for each area of job hunting as follows:

## 20 or greater

You are fairly well prepared for this area of job searching. Concentrate on those skills that need polishing.

## 15 to 19

You are somewhat prepared for this area of job searching. Spend extra time learning about how to enhance those skills that may be weak.

## 14 or less

You are not prepared for this area of job hunting. Prepare thoroughly and practice each skill until you feel confident in that activity.



# 4. Financial Evaluation



## TOTAL MONTHLY FIXED EXPENSES

List items that are ongoing costs; these are expenses you will be paying each month. Such as Rent/Mortgage/Property tax/Gas/Electric/Water/Telephone/Insurance/Auto /Health /Child's tuition and expenses

## TOTAL MONTHLY VARIABLE EXPENSES

List items for which you have allocated funds, but which could be cut back if necessary. The "current" column should contain the amount, which you are currently spending. The "revised" column should be completed later to reflect those expenses, which can be revised downward.

## NET INCOME

List your monthly sources of net income (after taxes).

Salary/wages/unemployment/severance: \_\_\_\_\_

Commissions: \_\_\_\_\_

Interest: \_\_\_\_\_

Investments: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL MONTHLY NET INCOME: \_\_\_\_\_

## BUDGET SUMMARY

Compare monthly income with expenses.

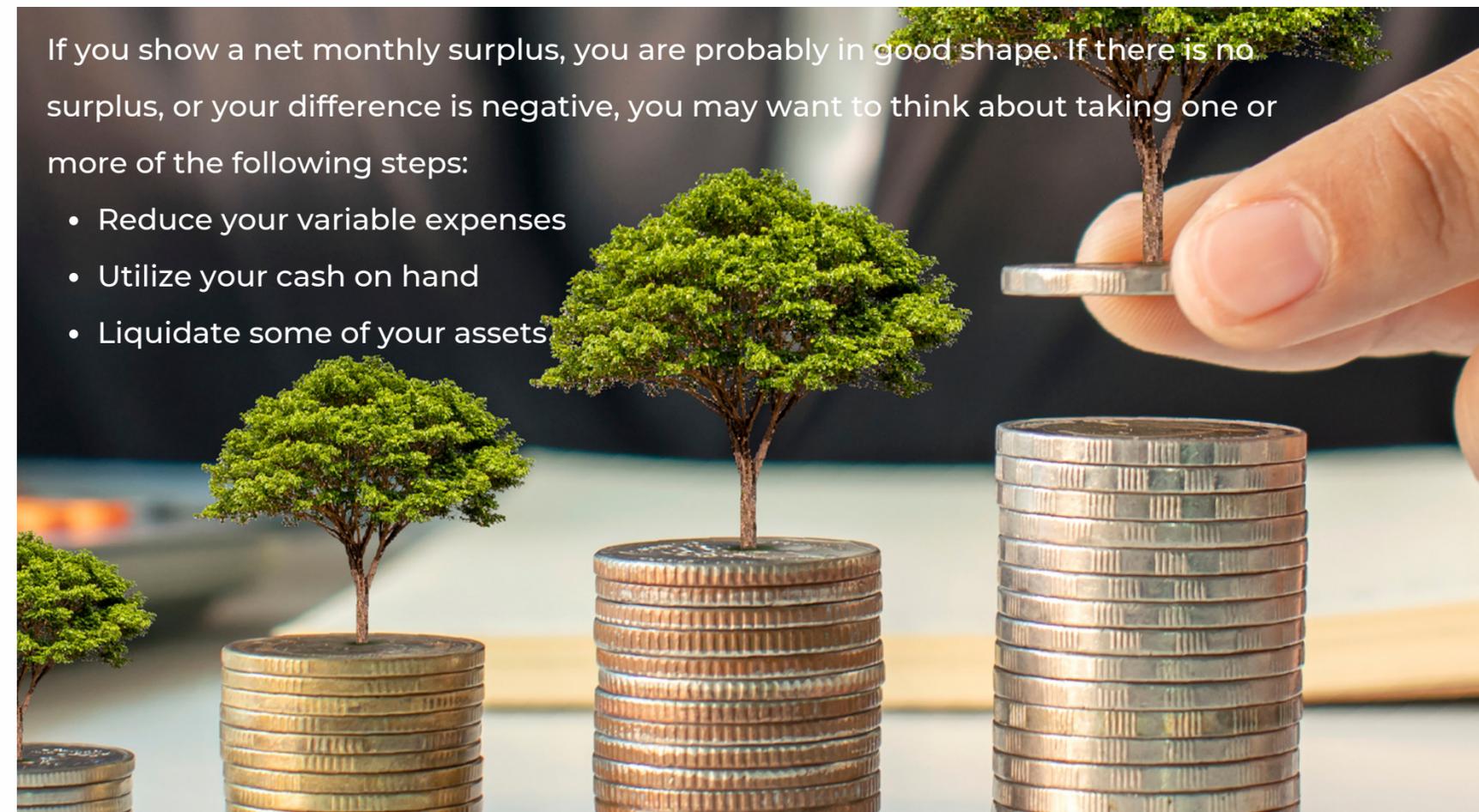
TOTAL MONTHLY NET INCOME: \_\_\_\_\_

Less: \_\_\_\_\_

TOTAL MONTHLY FIXED EXPENSES: \_\_\_\_\_

TOTAL MONTHLY VARIABLE EXPENSES: \_\_\_\_\_

NET MONTHLY DIFFERENCE: \_\_\_\_\_



If you show a net monthly surplus, you are probably in good shape. If there is no surplus, or your difference is negative, you may want to think about taking one or more of the following steps:

- Reduce your variable expenses
- Utilize your cash on hand
- Liquidate some of your assets