



SpeedUpMyJobSearch.com Program Checklist for Members

Complete the entire program in just 2 weeks!

Day 1 - Setting Up Your Workspace and Mindset

Start by watching the Setting Up Your Workspace video, as well as the 2 quick videos under the Home tab: A Tactical Approach and Define Likable.

- Post your introduction in the Forum and include your resume so the coaches and the group can give you feedback on it.

Day 2 - Set Up Your Job Search Tracking Tools

Watch the Job Search Tracking video under the Search tab, and set up your excel sheet and your StartWire account.

- Post any specific questions or situations that are facing so we can give you some answers and solutions.

Day 3 - Start Working Through the Prepare Tab

Watch the Technology Tips video and the Social Media Suggestions video. The Technology Tips video is free for anyone; the Social Media Suggestions is a Members Only video.

- Start preparing your weekly action plan. Don't make it overwhelming, just 3 to 5 things you want to accomplish daily over your first week.

Day 4 - Finish the Prepare Tab

Watch the Planning Your Day video, download the planner and get to know how to use it. Then watch the Interview Preparation video, even if you don't have an interview set up yet. Prepare early. Both of these are Members Only videos.

- Post your action plan into the Forum in the Action Plan section.

Day 5 - Get Your Resume Template Completed

Go through all 3 Resume videos. The first 2 set up a template for easy customizing, and the 3rd shows where the customization goes. The 3rd video is a Members Only video.

- Post your new resume in the Forum to get feedback.

Day 6 - Create Your Cover Letter Template and Handbill

Go through both the Cover Letters video and the Handbills & Job Clubs video. Prepare both documents. Both are Members Only videos.

- Post your cover letter template in the Forum to get feedback.

Day 7 - Thank You Letters

Watch the Thank You Letters video and give it some thought. That is a different approach to thank you letters, but it's very effective. Go through prior thank you letters you've written to compare, and think about how you could have adjusted them. This is a Members Only video.

- Search through the Forums and share any contact names or leads that are appropriate for the other members who have posted there. Remember, the more you help them, the more they will want to help you!



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Day 8 - References, Accountability and Social Media

Start by watching the References & Accountability video under the Search tab. Then watch the Social Media Strategies video, and be ready to take action! You will learn strategies to get employers happy to take your call. The Social Media Strategies video is a Members Only video.

- Share any target companies you are pursuing where you could use some leads.

Day 9 - Finish the Search Tab

Watch the remaining two Members Only videos under the Search Tab: Networking Effectively and Calling Employers.

- Search through the Introductions posted to review any shared Resumes, LinkedIn Profiles, and Cover Letter to get ideas for your own.

Day 10 - Interview Strategy Time!

Start with the first 2 videos under the Interview Tab: Selling Yourself and Discrimination: Age & More.

- Be conscious of these concepts when you are out in public. Listen to how others present themselves and sell themselves. Note the bad ones and the good ones.

Day 11 - Q&A Tactics

There's only 1 video to watch today (Q&A Tactics under the Interview Tab), but it's a great one and you'll take lots of notes. This will give you strategies to answer some of the most common interview questions effectively to help you sell yourself in your interview.

- Post your Action Plan in the Forum for the next week of activity.

Day 12 - Preparing for Different Types of Interviews, and Q's to Ask

Today, watch the next 2 videos under the Interview tab: Interview Types: Tips and Great Questions to Ask.

- As you start crafting good questions to ask, post them to the Forum and get opinions and ask for advice. Get more eyes on your plans to improve them.

Day 13 - End Game: Negotiating and Following Up

Watch the 2 remaining Members Only videos under the Interview tab: How to Negotiate Salary and Follow Up: How & When. Please watch the Follow Up video all the way through to the end, there's a very important message for you at the end.

- Follow up with your connections that you've made in the Forums, and plan to stay connected with them. Ask to connect with them on LinkedIn.com so you have a connection that will carry on after your membership in our program expires.

Day 14 - Practice, Practice, Practice: Mock Interview

Put your skills to the test and take the Mock Interview! There are instructions after each question about how to answer it if you struggle, but first time through, give it your best shot.

- Remember to keep posting your Action Plans, and post any Wins you've had in the Wins Forum.



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Extra Learning

At this point you've watched all the videos and listened to all the audio tracks. Now it's time for some extra learning. Be sure to check out the Recommended Books page and listen to the interviews with New York Times Best-Selling Authors Harvey Mackay, Martin Yate, Richard Bolles and more. There are also recorded presentations available, and a long list of online resources for you. The blog is a great resource for more videos and information as well.

Thank You!

I sincerely hope you have enjoyed this program and learned a ton from it. My goal has been to help you land a job quickly, by now I hope you see that landing a job has little to do with luck, and everything to do with knowledge and tactics. Thank you for the chance to help!