



*Free Guide*

VOLUME 1

# WHAT TO DO WHEN YOU GET LAID OFF

DON'T PANIC

MAKE THIS AN OPPORTUNITY

Laid Off  
Now  
What?

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# HEY, I'M LIKE YOU

**I was laid off last year, after a 20 year IT career. This guide and other steps helped me navigate the transition period successfully.**

This e-book is going to focus on the immediate steps that need to be focused on once you first get notified about your layoff. This isn't meant to encapsulate every last detail of things you need to do during your layoff period. Instead, this is meant to be a helpful guide to navigate you through this confusing period with some quick easy steps!

**LET'S DO IT!**



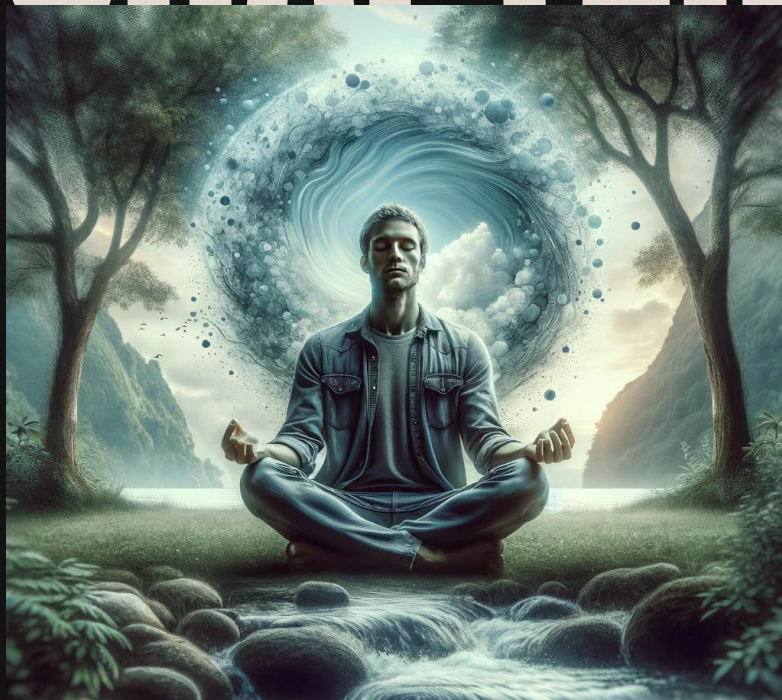
# INSPIRATION

"I didn't see it then, but it turned out that getting fired from Apple was the best thing that could have ever happened to me. The heaviness of being successful was replaced by the lightness of being a beginner again, less sure about everything. It freed me to enter one of the most creative periods of my life."

Steve Jobs during his commencement speech at Stanford University in 2005

# INSPIRATION

# CHAPTER



# NUMBER 1

LET'S  
DO IT

**STAY CALM AND TAKE TIME TO PROCESS**

6 Page Guide

# ACKNOWLEDGE YOUR FEELINGS: ALLOW YOURSELF TO FEEL UPSET, ANGRY, OR SAD

**In the wake of being laid off, it's common to experience a whirlwind of emotions. Acknowledging your feelings is the first, crucial step on the path to recovery and resilience. Allow yourself to feel upset, angry, or sad.**

These emotions are not just natural; they are necessary. They are part of the human experience and a testament to the impact your job had on your life.

Why It's Important:

Embracing your emotions is vital for several reasons. First, it facilitates healing. Suppressing your feelings can lead to long-term stress and emotional distress. By acknowledging them, you're allowing yourself to process the change, which is the first step towards acceptance and moving forward.

Second, understanding your emotions can provide insights into what you truly value in your professional and personal life. The intensity of your feelings might reveal the aspects of your job that were most meaningful to you, guiding you towards what to look for in your next role.

Third, by facing your emotions directly, you build emotional resilience. Recognizing that you can endure these feelings, learn from them, and emerge stronger on the other side is empowering. It prepares you for future challenges, not just in your career but in all aspects of life.

In essence, acknowledging your feelings doesn't mean you're dwelling on the negative. Instead, you're giving yourself permission to feel and express those emotions as a step towards healing. Remember, it's okay not to be okay. This acknowledgment is the foundation upon which you can build your next steps, armed with a deeper understanding of yourself and a renewed sense of purpose.

# *Staying Calm*

## SOME HELPFUL APPS AND TOOLS



### **HEADSPACE**

A user-friendly app offering guided meditations, sleep sounds, and mindfulness exercises. Designed to help users reduce stress, increase focus, and improve sleep, Headspace provides sessions on everything from managing anxiety to mindfulness at work. With its engaging animations and straightforward guidance, it's an excellent choice for both meditation newcomers and seasoned practitioners looking to maintain a daily practice.



### **CALM**

Offers meditation sessions, Sleep Stories, breathing programs, and relaxing music. It's suitable for both beginners and advanced users looking to manage stress and improve sleep.



### **MOODFIT**

A mood tracker and mental health app designed to help you understand what affects your feelings and improve your mental well-being. It offers tools for reducing stress and anxiety.



### **INSIGHT TIMER**

Features a vast library of free meditations guided by practitioners from around the world. It includes meditations on a wide range of topics, including stress, anxiety, and sleep.



# TAKE A SHORT BREAK: EMBRACE RELAXATION AND REJUVENATION

**In the midst of navigating life's challenges, particularly after a significant event like a job loss, taking short breaks for self-care is not just beneficial—it's essential. These moments of pause are your opportunity to step away from the stress and reconnect with yourself on a deeper level.**

Why It's Crucial:

Short breaks filled with activities that promote relaxation can significantly reduce stress, enhance your mood, and improve your cognitive function. Whether it's a brisk walk in nature, a quiet session of meditation, or losing yourself in the pages of a great book, each activity offers its unique brand of solace and rejuvenation. Here's how:

- **Walking:** A simple walk, especially in a natural setting, can clear your mind, improve your mood, and boost your physical well-being. It's an opportunity to disconnect from immediate concerns and engage with the wider world around you.
- **Meditating:** Meditation allows you to center your thoughts and find peace within yourself. It's a practice that reduces stress, fosters clear thinking, and enhances emotional health by bringing your focus to the present moment.
- **Reading:** Diving into a book is more than an escape; it's a journey into different worlds and perspectives. Reading can relax your body by lowering your heart rate and easing the tension in your muscles. It also stimulates the mind, encouraging empathy, understanding, and self-reflection.

Incorporating these activities into your daily routine doesn't require extensive time or preparation. Even short periods of 10-15 minutes can be profoundly restorative. The key is to choose activities that you genuinely enjoy and that naturally lead you to a state of relaxation. By doing so, you're not only taking a break from the stressors of the moment but also investing in your long-term resilience and well-being.

Remember, taking a short break is not about avoidance; it's about giving yourself the space to breathe, recharge, and approach your challenges with renewed energy and perspective.



# SEEK SUPPORT: SHARING YOUR JOURNEY WITH TRUSTED ALLIES

**In times of change or uncertainty, such as navigating the aftermath of a job loss, one of the most powerful steps you can take is to seek support. Opening up about your feelings with family, friends, or a professional counselor is not just about seeking comfort; it's about strengthening your resilience and gaining new perspectives.**

## Why It's Essential:

- **Emotional Resilience:** Sharing your thoughts and emotions can significantly lighten your emotional load. It transforms abstract worries into manageable dialogues, making you feel less isolated with your problems. This act of vulnerability is a strength that fosters resilience, enabling you to bounce back more effectively from setbacks.
- **Perspective and Advice:** Friends and family can offer invaluable perspectives and advice that you might not have considered. They know you well and can provide personalized guidance and support. Moreover, they can share their own experiences, offering you solace in knowing you're not alone in facing challenges.

## How to Seek Support:

- **Be Open and Honest:** Approach conversations with openness and honesty. Expressing your true feelings can be daunting, but it's the first step toward meaningful support and understanding.
- **Choose the Right People:** Seek out individuals who have been supportive in the past or professionals known for their expertise. The quality of support matters more than the quantity of people you reach out to.
- **Use Digital Platforms:** If face-to-face conversations are challenging, consider digital platforms. Online therapy services, support groups, and social networks can provide accessible venues for support.
- **Make It a Two-Way Street:** Support is most effective when it's mutual. Be ready to listen and offer your support to others, creating a reciprocal relationship of care and understanding.

Remember, seeking support is a sign of self-awareness and a proactive step toward healing. By sharing your journey, you're not bearing the weight of your challenges alone. Instead, you're opening doors to new insights, emotional relief, and the strengthening of bonds that can help guide you through life's ups and downs.

# *Seek Support*

## SOME HELPFUL APPS AND IDEAS



### **BETTERHELP**

An online counseling and therapy app that connects users with licensed therapists for private sessions via text, voice, or video calls, helping individuals work through their feelings with professional support.



### **TALK TO FRIENDS**

Friends provide a safe space to express your feelings without fear of judgment. This emotional release is vital for mental health, helping to alleviate stress and anxiety.



### **TALK TO A PROFESSIONAL**

A professional counselor or therapist brings an objective viewpoint and specialized expertise to your situation. They can offer strategies and techniques to manage stress, cope with change, and work through your feelings. Therapy can be a transformative process that not only helps you navigate your current situation but also equips you with tools for personal growth and future challenges.

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# CHAPTER



# NUMBER 2

**REVIEW YOUR SEVERANCE  
PACKAGE**

3 PAGES

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# REVIEW SEVERANCE PACKAGE: NAVIGATING YOUR NEXT STEPS WITH CONFIDENCE

In the aftermath of a job loss, receiving a severance package can provide a crucial financial buffer as you transition to new opportunities. However, understanding and maximizing the benefits of your severance package requires careful consideration and, in some cases, negotiation. This section of the ebook is dedicated to guiding you through the process of thoroughly reviewing your severance package, seeking professional advice, and negotiating terms when necessary.

## Understanding Your Severance Package

A severance package is more than just a lump sum payment; it's a comprehensive offer that may include continued benefits, stock options, and other forms of compensation. Here's how to approach it:

- **Examine Every Component:** Start by listing out each element of the package. This includes severance pay, health insurance continuation (COBRA), unused vacation and sick pay, retirement benefits, stock options, and any non-compete agreements. Understand the value and duration of each component.
- **Severance Pay Calculation:** Severance pay is often calculated based on your length of service, position, and company policy. Ensure the calculation matches the terms laid out in your employment contract or the employee handbook.
- **Benefits Continuation:** Look closely at how long your health insurance will continue and at what cost to you. If your employer offers life insurance or other benefits, see how these are affected.

## Conclusion

Reviewing and potentially negotiating your severance package is a critical step in securing your financial and professional future after a job loss. By understanding the details of your package, seeking professional advice, and preparing to negotiate, you position yourself to make informed decisions and advocate for your best interests. Remember, this is not just about your immediate future but setting the foundation for your next career chapter with confidence and clarity.

# Severance Review

## ADDITIONAL CONSIDERATIONS



### SEEKING PROFESSIONAL ADVICE

- **Legal Consultation:** Employment laws vary widely, and the specifics of your severance package may have legal implications, especially concerning non-compete clauses or waivers of rights. A lawyer specializing in employment law can provide clarity and advice on your rights and any potential red flags in the severance agreement.
- **Financial Planning:** A financial advisor can help you understand the impact of the severance package on your financial situation, including tax implications. They can offer guidance on budgeting the severance pay, investing options, and planning for unemployment.



### NEGOTIATING YOUR SEVERANCE

- **Assess Fairness:** If you believe the severance offer does not adequately reflect your tenure, role, or circumstances of your departure, you might consider negotiating for better terms.
- **Prepare Your Case:** Gather evidence of your contributions, achievements, and any precedents of severance packages offered to similarly positioned colleagues.
- **Focus on Mutual Benefits:** When negotiating, present your case in a way that also highlights benefits for your employer, such as a smooth transition, non-disparagement, or agreeing to a reasonable non-compete clause.
- **Professional Assistance:** Consider hiring a lawyer or a negotiation expert to represent your interests, especially if you are navigating complex issues or substantial amounts.

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# CHAPTER



# NUMBER 3

**APPLY FOR UNEMPLOYMENT  
BENEFITS**

3 PAGES

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# APPLY FOR UNEMPLOYMENT BENEFITS: A STEP-BY-STEP GUIDE

In the wake of job loss, applying for unemployment benefits can provide essential financial support while you search for new employment opportunities. This process, while straightforward, requires careful preparation and attention to detail to ensure you receive the benefits you're entitled to. This section of the ebook outlines the steps you need to take to apply for unemployment benefits efficiently and effectively.

## Gathering Necessary Documents

Before you can apply for unemployment benefits, you need to gather several important documents. This preparatory step is crucial for a smooth application process:

- **Employment History:** Compile a list of all your employers over the past 18 to 24 months, including company names, addresses, and the dates you worked there.
- **Earnings Information:** Collect pay stubs or W-2 forms from these employers to verify your earnings. This information will help determine the amount of your unemployment benefits.
- **Termination Notice:** If you received a termination notice or layoff letter from your employer, have this document ready. It can provide necessary details about the circumstances of your unemployment.

## Finding Your State's Unemployment Office

Unemployment benefits are managed by individual states, which means the process can vary depending on where you live:

- **Research:** Use a search engine or visit the U.S. Department of Labor's website to find your state's unemployment insurance program.
- **Website and Contact Information:** Once you've located your state's unemployment office, note down their website, contact numbers, and physical office address if applicable.
- **Application Guidelines:** Carefully review the guidelines provided on their website. Each state has its own requirements and processes for applying, including deadlines, eligibility criteria, and required documentation.

# APPLY FOR UNEMPLOYMENT BENEFITS: A STEP-BY-STEP GUIDE

## Submitting Your Application

With your documents in hand and a clear understanding of your state's application process, you're ready to apply:

- **Choose Your Application Method:** Most states offer the option to apply online, which is often the fastest way. However, you can also apply by phone or in person if preferred.
- **Complete the Application:** Fill out the application form with all the required information. Be honest and thorough to avoid any delays in processing your claim.
- **Submit Additional Documentation:** Some states may require you to submit additional documents after your initial application. Follow their instructions carefully to ensure you meet all requirements.

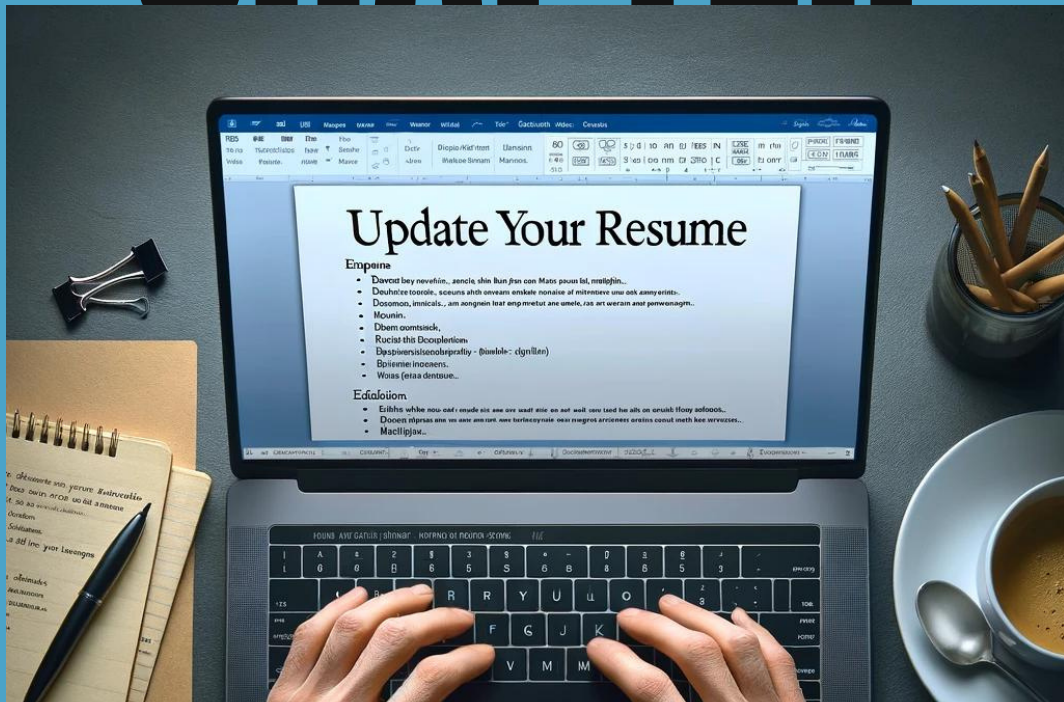
## Conclusion

Applying for unemployment benefits is a critical step in securing your financial stability after job loss. By gathering the necessary documents, understanding your state's specific application process, and submitting a complete and accurate application, you can navigate this process with confidence. Remember, unemployment benefits are designed to support you during this transition period, helping you to focus on finding your next opportunity without the immediate stress of financial insecurity.

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# CHAPTER



# NUMBER 4

UPDATE YOUR RESUME

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# UPDATE YOUR RESUME: CRAFTING YOUR PROFESSIONAL STORY

In today's dynamic job market, your resume is more than just a document; it's a powerful tool to narrate your professional journey and aspirations. Whether you're seeking new opportunities after a layoff or simply aiming to keep your credentials up to date, refining your resume is a critical step. This section of the ebook provides detailed guidance on how to update your resume effectively, ensuring it resonates with potential employers and showcases your capabilities to their fullest.

## Revise Your Contact Information and Summary

- **Contact Information:** Begin by reviewing your contact details. Ensure your phone number, email address, and LinkedIn profile (if included) are current and professional. Your email address should ideally consist of your first and last name for easy identification.
- **Professional Summary:** Your summary should act as a concise pitch, highlighting your professional background, core competencies, and career aspirations. Tailor this section to reflect your current job-seeking status and objectives. It's your chance to make a strong first impression, so focus on what sets you apart and how your skills align with the roles you're targeting.

## Update Your Work Experience

- **Recent Roles and Achievements:** Add any new job roles since your last update, including the company name, your position, and the dates of employment. For each role, list your key responsibilities, focusing on those that demonstrate your impact and skills. Highlight significant achievements with measurable outcomes when possible, such as revenue growth or project completions, to provide concrete evidence of your contributions.
- **Skills and Technologies:** Update your skills section to include any new competencies or technologies you've mastered. This is particularly important in fast-evolving fields where current expertise is crucial.

# UPDATE YOUR RESUME: CRAFTING YOUR PROFESSIONAL STORY

## Tailor Your Resume for Different Job Applications

- **Analyze Job Descriptions:** Before applying for a position, carefully examine the job description. Identify key skills, experiences, and qualifications that the employer is seeking.
- **Customize Your Resume:** Modify your resume to emphasize the experience and skills most relevant to each job. Use the same language found in the job description to make it clear that you're a strong match for the position.
- **Highlight Transferable Skills:** If you're pivoting to a new field or role, highlight transferable skills that demonstrate your ability to excel in this new area. Skills such as leadership, project management, communication, and problem-solving are valuable across various industries.

## Conclusion

Updating your resume is an ongoing process that requires attention to detail and a strategic approach. By ensuring your resume accurately reflects your current status, skills, and career objectives, and by tailoring it to specific job applications, you significantly increase your chances of catching the eye of potential employers. Remember, your resume is the cornerstone of your job application; it's your opportunity to showcase your professional story and secure a place in the next chapter of your career.



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# CHAPTER



# NUMBER 5

**OPTIMIZE YOUR LINKEDIN  
PROFILE**

3 PAGES

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# OPTIMIZE YOUR LINKEDIN PROFILE: ENHANCING YOUR DIGITAL FOOTPRINT

In the digital age, your LinkedIn profile serves as a dynamic extension of your resume and a crucial platform for professional networking. Optimizing your LinkedIn profile not only enhances your visibility to potential employers but also positions you as an active participant in your industry. This section of the ebook focuses on actionable steps to ensure your LinkedIn profile is fully optimized to support your job search and career development goals.

## Update Your Headline and Summary

- **Craft a Powerful Headline:** Your LinkedIn headline is the first thing people see, acting as a professional tagline. Instead of simply listing your job title, create a headline that combines your specialty with your career aspirations. For example, "Experienced Marketing Professional | Specializing in Digital Strategy and Brand Development."
- **Compelling Summary:** The summary section is your opportunity to tell your professional story. Use this space to highlight your achievements, strengths, and career objectives. Write in the first person to make it more personal and engaging. Include specific examples of your work and the impact you've had. This section should reflect not only where you've been professionally but also where you aim to go.

## Refresh Your Experience and Skills

- **Detailed Experience Section:** Like your resume, your LinkedIn experience section should detail your professional history. For each position, include a brief description of your role and key accomplishments. Use bullet points for readability and ensure the information is current and relevant to the types of roles you're seeking.
- **Skills and Endorsements:** LinkedIn allows you to list skills and receive endorsements from your connections. Regularly update your skills list to reflect your current abilities, focusing on those most relevant to your job search. Skills are often a key factor in how you appear in search results, so include keywords and phrases from your industry.

# OPTIMIZE YOUR LINKEDIN PROFILE: ENHANCING YOUR DIGITAL FOOTPRINT

## Engage with Your Network

- **Active Participation:** Beyond just a digital resume, LinkedIn is a platform for engagement. Regularly share industry news, insights, and updates related to your field. This not only demonstrates your active involvement and knowledge but also keeps you visible in your network's feed.
- **Contribute to Conversations:** Comment on posts by your connections and in groups related to your industry. Offer thoughtful insights and feedback. This interaction can increase your visibility and position you as a knowledgeable professional in your field.
- **Networking:** Don't hesitate to reach out to others in your industry. LinkedIn is an ideal platform for informational interviews, mentorship opportunities, and professional discussions. Expanding your network can open doors to new opportunities.

## Conclusion

Optimizing your LinkedIn profile is a strategic step in advancing your career and enhancing your job search. By thoughtfully updating your headline and summary, keeping your experience and skills current, and actively engaging with your network, you significantly improve your chances of being noticed by potential employers and influencers in your field. Remember, your LinkedIn profile is not just a reflection of your professional past; it's a tool for shaping your future career trajectory.

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# CHAPTER



# NUMBER 6

**ASSESS HEALTH INSURANCE  
OPTIONS**

3 PAGES

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# ASSESS HEALTH INSURANCE OPTIONS: SECURING YOUR WELL-BEING

Navigating health insurance options following a job loss is a crucial step in safeguarding your health and financial stability. This transition period offers an opportunity to thoroughly evaluate available health insurance options to ensure continuous coverage. This section of the ebook outlines a structured approach to understanding your health insurance choices, including COBRA, the Health Insurance Marketplace, and alternative coverage options.

## Understand COBRA

- **Overview:** COBRA (Consolidated Omnibus Budget Reconciliation Act) allows individuals to continue their employer-sponsored health insurance coverage after leaving a job. It's crucial to understand both the benefits and costs associated with COBRA.
- **Cost and Duration:** COBRA coverage can be significantly more expensive than your contributions as an employee, as you'll likely be responsible for paying the full premium amount. Despite the higher cost, COBRA provides the same coverage as when you were employed. Coverage typically lasts up to 18 months, offering a temporary bridge until you secure new employment or alternative insurance.
- **Decision Timeline:** Be mindful of the enrollment window for COBRA, which is usually 60 days from the loss of coverage. This period allows you to evaluate other insurance options before committing to COBRA.

## Explore the Health Insurance Marketplace

- **Finding the Right Plan:** The Health Insurance Marketplace, created by the Affordable Care Act, offers a variety of plans that can be tailored to your health needs and financial situation. Open enrollment periods typically occur at the end of the year, but losing job-based coverage qualifies you for a Special Enrollment Period.
- **Subsidies and Costs:** Depending on your income, you may qualify for subsidies that reduce your monthly premiums and out-of-pocket costs. The Marketplace provides tools to compare plans based on premiums, deductibles, and out-of-pocket maximums, helping you find a plan that balances cost with coverage.



# ASSESS HEALTH INSURANCE OPTIONS: SECURING YOUR WELL-BEING

## Consider Other Options

- **Spouse's Plan:** If your spouse has employer-sponsored health insurance, you might have the option to join their plan. This can often be a cost-effective way to maintain coverage. Similar to COBRA, you have a 60-day Special Enrollment Period to enroll in your spouse's plan after losing your coverage.
- **Short-Term Insurance:** Short-term health insurance policies provide temporary coverage and can be an option during transitions. While typically less expensive, these plans offer limited coverage and may not cover pre-existing conditions or essential health benefits. Carefully review the terms and coverage limits of short-term policies to ensure they meet your needs.

## Conclusion

Assessing your health insurance options is a critical step in managing your health care during periods of transition. By understanding the specifics of COBRA, exploring the offerings of the Health Insurance Marketplace, and considering other viable options, you can make informed decisions that ensure continuous coverage. Remember, your health is an investment; choosing the right insurance option supports your well-being and peace of mind during uncertain times.

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# CHAPTER



# NUMBER 7

**CREATE A BUDGET**

3 PAGES

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# CREATE A BUDGET: NAVIGATING FINANCIAL STABILITY

In the wake of job loss or during any significant life transition, establishing a solid budget is paramount to maintaining financial stability. A well-crafted budget not only helps manage your finances during uncertain times but also lays the groundwork for financial recovery and growth. This section of the ebook will guide you through the essential steps of creating a budget that aligns with your current situation and future goals.

## List Your Income Sources

- **Identify All Income:** Begin by listing all potential sources of income. This may include unemployment benefits, severance pay from your previous employer, any side income, and savings interest. If you have investments or rental properties, include these income streams as well.
- **Estimate Your Monthly Income:** For variable income sources, like unemployment benefits, use conservative estimates to avoid overestimating your available funds. The goal is to have a clear, realistic picture of your monthly income to base your budgeting decisions on.

## Track Your Expenses

- **Categorize Your Spending:** Divide your expenses into essential and non-essential categories. Essentials include housing, utilities, groceries, health insurance, and transportation. Non-essentials might encompass dining out, subscriptions, and discretionary spending.
- **Use Tools for Tracking:** Consider using budgeting apps or spreadsheets to systematically track your spending. Regularly updating this information will give you a clear view of where your money goes each month, highlighting areas for potential savings.

# CREATE A BUDGET: NAVIGATING FINANCIAL STABILITY

## Adjust Spending

- **Prioritize Essentials:** Ensure your budget covers all essential expenses first. This foundation supports your basic living needs and ensures that critical bills and obligations are met.
- **Reduce Non-Essential Expenses:** Look for opportunities to cut back on non-essential spending. This might mean canceling unused subscriptions, eating at home instead of dining out, or finding free entertainment options.
- **Create a Savings Buffer:** With non-essential spending minimized, allocate any remaining funds towards building a savings buffer. This emergency fund can provide financial security and peace of mind, offering a cushion against unexpected expenses or delays in finding new employment.

## Conclusion

Creating a budget in the face of job loss is a proactive step towards financial control and peace of mind. By accurately listing your income sources, categorizing and tracking your expenses, and adjusting your spending habits, you can navigate through periods of financial uncertainty with confidence. This budgeting process not only helps in managing current financial challenges but also in building a solid foundation for future financial health and resilience.

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# CHAPTER



# NUMBER 8

**SETUP A JOB ALERT**

3 PAGES

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# SET UP A JOB ALERT: STREAMLINING YOUR JOB SEARCH

In the dynamic landscape of job hunting, staying informed about new opportunities is crucial. Setting up job alerts is a proactive strategy to ensure you don't miss out on potential job openings that match your skills and career aspirations. This section of the ebook will guide you through the process of setting up effective job alerts on job boards and LinkedIn, customizing them to your specific needs, and regularly updating your preferences to align with your evolving job search goals.

## Identify Job Boards and LinkedIn

- **Research Platforms:** Start by identifying the job boards and platforms that are most relevant to your industry and career level. While general job boards like Indeed and Monster cater to a wide range of industries, niche job boards specific to your field can offer targeted opportunities.
- **Leverage LinkedIn:** LinkedIn is a powerful tool for job seekers, offering not only job listings but also the opportunity to network with industry professionals and companies. Ensure your LinkedIn profile is updated and reflective of your current job search objectives before setting up alerts.

## Customize Your Job Alerts

- **Define Your Criteria:** The key to effective job alerts is customization. Set criteria based on the job function, industry, preferred location, and level of seniority you're targeting. Be as specific as possible to filter out irrelevant postings and focus on opportunities that truly match your career goals.
- **Utilize Advanced Search Options:** Most job boards and LinkedIn offer advanced search options that allow you to refine your alerts further. This can include company size, type of employment (full-time, part-time, contract), and specific keywords related to your skills and experience.

# SET UP A JOB ALERT: STREAMLINING YOUR JOB SEARCH

## Regularly Review and Adjust Your Alerts

- **Stay Current:** The job market and your job search focus can evolve. Regularly review your job alert settings to ensure they still align with your current job search goals. Adjust the criteria as needed to reflect any changes in your career objectives or new skills you've acquired.
- **Manage Alert Frequency:** Consider the frequency of the alerts to maintain a balance between staying informed and managing the volume of notifications. You can opt for daily or weekly alerts based on your preference and the urgency of your job search.

## Conclusion

Setting up job alerts is a strategic step in your job search, ensuring you're immediately informed of relevant opportunities. By carefully selecting platforms, customizing your alerts to match your career aspirations, and regularly updating your criteria, you can streamline your job search process. This proactive approach not only saves time but also increases your chances of finding a job that's a perfect fit for your skills and career goals.

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# CHAPTER



# NUMBER 9

**CONTACT YOUR NETWORK**

3 PAGES

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# CONTACT YOUR NETWORK: CULTIVATING PROFESSIONAL RELATIONSHIPS

In the journey of career advancement or navigating the challenges of job loss, the value of a robust professional network cannot be overstated. Your network is a rich resource of knowledge, opportunities, and support. Effective networking involves not just reaching out for help but also building and maintaining mutually beneficial relationships. This section of the ebook outlines a strategic approach to engaging your network, ensuring that you communicate effectively and contribute value to your connections.

## Make a List of Contacts

- **Catalog Your Network:** Begin by compiling a comprehensive list of your professional contacts. This includes former colleagues, industry connections, mentors, and professionals you've met at conferences or events. Organize this list in a way that makes sense for you, perhaps categorizing contacts by industry, company, or the nature of your relationship.
- **Prioritize Your Outreach:** Identify key individuals in your network who might be particularly helpful or influential in your job search. These are contacts who work in your desired industry, hold positions of influence, or have shown support for your career in the past.

## Reach Out Personally

- **Personalize Your Communication:** When contacting your network, personalize each message. Reference your relationship or past interactions to add a personal touch and remind them of your connection.
- **Be Clear and Concise:** Clearly articulate your current situation, your job search goals, and how they might assist. Whether you're seeking advice, introductions, or information about job openings, be specific about what you're asking for.
- **Choose the Right Medium:** Depending on the nature of your relationship and the preference of the contact, decide whether an email, LinkedIn message, or phone call is the most appropriate way to reach out.

# CONTACT YOUR NETWORK: CULTIVATING PROFESSIONAL RELATIONSHIPS

## Offer Value

- **Reciprocal Relationships:** Networking is a two-way street. Think about how you can offer value to your contacts, even as you reach out for support. This could be in the form of sharing relevant articles, providing insights into your area of expertise, or offering your help with their projects or challenges.
- **Stay Engaged:** Keep the relationship active by engaging with their content on platforms like LinkedIn, commenting on their achievements, and checking in periodically. This helps to build a genuine connection that goes beyond a one-time ask for assistance.
- **Express Gratitude:** Always express your appreciation for their time and assistance. A simple thank you can go a long way in maintaining a positive relationship.

## Conclusion

Contacting your network is a crucial step in leveraging your professional relationships to support your career goals. By thoughtfully reaching out, personalizing your communication, and ensuring the exchange is mutually beneficial, you can effectively tap into the wealth of opportunities and support your network offers. Remember, the strength of your network lies not just in the number of connections, but in the quality of relationships you cultivate over time.

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*Enjoy the process*

# CHAPTER



# NUMBER 10

**SCHEDULE DAILY JOB  
SEARCH TIME**

3 PAGES

LET'S  
DO IT



# SCHEDULE DAILY JOB SEARCH TIME: STRUCTURING YOUR PATH TO SUCCESS

In the midst of a job search, especially after a career setback such as a layoff, establishing a routine can be a powerful tool for maintaining focus and momentum. By dedicating specific times each day to job search-related activities, you not only enhance your efficiency but also ensure a balanced approach to this often challenging process. This section of the ebook will guide you through setting up a daily job search schedule, utilizing tools to keep organized, and staying adaptable to opportunities as they arise.

## Create a Daily Schedule

- **Define Your Goals:** Start by identifying the key activities that will form the cornerstone of your job search strategy. These should include job searching, networking, and skill development. Consider also setting aside time for personal well-being and relaxation to maintain a healthy work-life balance during this period.
- **Allocate Time Wisely:** Divide your day into dedicated blocks of time for each activity. For example, you might spend mornings on job searching, including browsing job boards and submitting applications. Afternoons could be focused on networking, reaching out to contacts, and attending virtual or in-person networking events. Reserve time for skill development, such as online courses or certifications, that can enhance your employability.

## Use a Planner or Digital Tool

- **Track Your Progress:** Utilizing a planner or a digital tool can significantly improve your organization and productivity. Tools like Trello, Asana, or even a simple spreadsheet can help you keep track of job applications submitted, responses received, and follow-up actions needed.
- **Set Reminders:** Use your chosen tool to set reminders for application deadlines, follow-up emails, and scheduled networking events. This will ensure that you never miss an opportunity or a critical deadline.

# SCHEDULE DAILY JOB SEARCH TIME: STRUCTURING YOUR PATH TO SUCCESS

## Stay Flexible

- **Adapt to Opportunities:** While a structured schedule is vital, it's equally important to remain flexible. Be prepared to adjust your daily plan for unexpected interviews, last-minute networking opportunities, or to deep-dive into a promising job lead.
- **Reflect and Adjust:** Regularly review the effectiveness of your job search strategy and your daily schedule. If certain activities aren't yielding results, be prepared to reallocate your time towards more productive efforts.

## Conclusion

Scheduling daily job search time is about more than just organization; it's a strategic approach to ensuring that every day moves you closer to your career goals. By creating a balanced and focused daily plan, tracking your activities and progress, and staying adaptable to the dynamic nature of job searching, you equip yourself with a structured yet flexible framework for success. Remember, each day is a step forward in your journey, and a well-planned approach can make all the difference in reaching your destination.

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*Enjoy the process*

# CHECKLIST

**Month:** ..... **Week:** .....

[illegible]

# MONTHLY *Planner*

MONTH \_\_\_\_\_

SUN	MON	TUE	WED	THU	FRI	SAT

TO DO

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GOALS

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NOTES

**"Be passionate and bold. Always keep learning. You stop doing useful things if you don't learn." - Satya Nadella**



*Thank you*  
**FOR READING**  
**CONGRATULATIONS ON COMPLETING THIS GUIDE.**

**GOOD LUCK ON THIS JOURNEY WHICH HOPEFULLY WILL  
END UP BEING THE BIGGEST OPPORTUNITY YOU'VE EVER  
HAD!!**



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