

## Job Seeking + Keeping

Looking for work is not for the faint of heart. It's a full time job and anyone who says differently is selling you something.

In this episode, Steve and Karine (who also happens to be a professional resume writer and career/life coach) give the best tips on how to use your planner to look for work and what setups to consider in order to become top at your job and have people coming to you for expert advise. Tune in and takes notes.

If you have ideas for future episodes please send them to steve at philofaxy dot com

### **Show Notes** (timings approximate)

00:30 - Introduction

01:30 - Tools for job seeking

02:30 - [Backing up your planner to Evernote](#)

03:45 - Keeping standard information in your planner

05:00 - Keeping records of elements of different jobs in the last 5-10 years

07:45 - Do you take your planner in to the interview

09:30 - Asking the interviewer questions at the end of your interview

11:45 - Job information sheet

13:00 - Streamlining the job seeking process

19:15 - When you start the job, keep a record of what you do each day/week

20:30 - Tracking Milestones

21:00 - Work planner...or combine it with personal planner/organiser

26:30 - Tips of the Week