

## Surviving your job search



Finding a new job can be extremely challenging – and lengthy, even for the most experienced professional. For the best chance of securing a great new role, you will need to invest a substantial amount of time, energy and effort into the process. Here are some tips to help you stay focused, upbeat and productive during your job search.

### Accept that it takes time

No matter how well you prepare for your job search, finding a new role will probably take longer than anticipated. The reality is that finding – and securing – a great job could take several months, particularly if you are at the senior level. Try to accept this reality at the start of your job search, so that you can maintain perspective and avoid feeling disheartened if things do not immediately go your way.

### Try to remain positive

Finding a new job can be tough, so it is critical to try and keep a positive outlook, both for your own emotional well-being as well as for the impression you give to potential employers. To avoid letting your job search consume you, try to maintain a healthy balance in your life. Make time for friends, regular exercise, rest and relaxation. Think about your past achievements regularly, and the unique talents you have to offer a potential employer. Remember – your job search will be more effective if you are upbeat, healthy and optimistic.

**Focus on what you can control**

Unfortunately you cannot control how fast a potential employer calls you back, or whether or not you get offered an interview. Rather than worrying about things that are out of your hands, focus your energy on the things you can control. Refining your CV, broadening your network, learning new skills or staying up to date with industry developments are constructive ways to progress your job search and take the most of your time.

**Get a routine – and stick to it!**

The best way to keep your job search organised and productive is to set a schedule and stick to it. Think of your search as real work – something with a ‘start’ and ‘end’ time each day. Set daily goals and track your progress, so you can have a sense of accomplishment at the end of the week. Having a set routine and structuring your day will help you remain efficient and constructive.

(The article is reprinted with the permission of [Michael Page](#).)