

4 Ways to Job Search Efficiently

INTRO

Welcome to *The Workforce Link*, where we're offering forward thinking conversations for the workforce, linking employers and job seekers to a brighter tomorrow. I'm your host Sundi Jo Graham with the Central Workforce Development Region and I'm glad to be back with you for another episode today.

If you're truly wanting to find a new job, or even a new career that you'd like to stay in long-term, sometimes job hunting can be pretty time-consuming. And we often make plenty of mistakes along the way.

Hopefully, after listening to today's episode, we can help you avoid some of those job hunting mistakes.

One myth out there, especially for those who are unemployed, is that you must now spend 40 hours/week looking for a new job. But that's not really a good idea. If you're truly spending 40 hours/week looking for a job, you're going to burn yourself out before you even get to the end of the week. And of course with burnout comes dread, panic, and all the things.

It's possible for you to learn how to efficiently search for a job and we're going to talk about it in today's episode of *The Workforce Link*.

REVIEW REMINDER

Before we dive into today's episode though, I'd love to ask if you'd head over and give us a review when you're done listening, preferably a 5-star. And we'd love for you to share this podcast with your friends and co-workers. The more you share, the more people hear about us.

Alright, now let's dive into today's episode on 4 ways to job search efficiently.

DISCUSSION

1) Find The Most Productive Time That Works For You

If you're still employed and looking for a new job, it's important to still make sure you have a life. But I would add that this isn't just true if you're employed, but if you're unemployed as well.

Of course if you're unemployed, making sure you have a life might look a little different than if you were employed, with finances for example, but that doesn't mean you can't find a way.

You want to figure out when your head is going to be most in the game. Once you figure that out, you want to stick with it. I recommend blocking off a specific period of time each day and saying, "Okay, this is when I'm the most focused and this is the best time for me to spend job searching." It might take you a minute to find your groove and that's okay, but once you do, stick with it.

When will you get the most done? Early mornings? Afternoons? At night when everyone else has gone to bed? Everyone is different, so again, figure out what works for you and stick with it.

For instance, if you're a morning person, maybe you could block off 7a-11a to focus solely on your job search efforts. If you're working during the day, maybe you could block off 6a-8a or 7p-9p.

And I also recommend taking a 10 or 15-minute break about every hour. Get up and stretch your legs, get some water, recalibrate, and then keep going.

Obviously this isn't a rigid rule, but the more you discipline yourself to do it at the same time everyday, the more productive you will be. Blocking off blocks of time has proven to increase productivity tremendously.

This will help you keep a positive mindset when it comes to applying, and help you do the same as you prepare for an interview. We actually talked about positive mindsets when it comes to interviewing in a previous episode. Episode 32, I think. I'll share the link in the show notes for you.

2) DO THE PREPWORK

It's so important for you to do the legwork when job searching. Make this a part of your daily routine.

The last thing I recommend doing is applying to as many jobs as possible for the sake of just applying. When you do this you're just wasting your time.

Spend some time doing research. Ask yourself what companies you'd like to work for. Where's the perfect place you'd like to interview? Let yourself think about the possibilities. Then start doing some research into those companies. Get to know their mission statement. Learn about their leadership. And of course, check and see if they have any opportunities available.

And just because they might not be advertised, doesn't mean the opportunities aren't there. So many hires happen through the power of networking.

And as you prepare, make a list of your best skills. We talked about soft skills and hard skills in previous episodes. Make a list of both, but focus on your soft skills. What are your top soft skills? We talked about that in [episode 3](#), actually, and again, I'll share the link in the show notes.

Doing this prepwork ahead of time helps you have a stronger strategy to market yourself to employers, and this is also going to make a big difference in how you put together your resume and cover letters. Notice I said cover letter (s), plural, because you're not going to use the same copy and paste template for your job search. You're going to individualize.

I know I'm doing a lot of referring back, but we actually talked about how to write a cover letter worth noticing in [episode 10](#) of the podcast. And again, in case you're driving or ordering a frappe, I'll share the link in the show notes.

Get all your preparations done ahead of time and have everything you need together before you get started. This is going to save you a lot of time in the process.

PROMO - WORK-BASED LEARNING

Not quite sure what career you're wanting to pursue, guess what? That's okay! You don't have to know it all today and our Central Missouri Job Centers would love to help you find your next career pathway!

We can help you with hands-on experience, on-the-job training, or even paid apprenticeships! If you have little or no past work experience, we can help put you in touch with the right employer to give you the training you need.

You can learn more about our work-based learning programs at cwdregion.com/learning.

And don't worry.. If you can't write that link down I'll share it in the show notes.

Now.. back to the show.

3) ADD BALANCE TO YOUR ROUTINE

Again, if you try to search for a job for 40 hours/week, you're going to burn out fast. You want to find balance as you search. Even if you're unemployed and have to go out and find a part-time job or start a side hustle to make ends meet, it's still important to find the balance.

There's enough chaos in the world without us creating more for ourselves. Once you figure out what works for you and you've got all the prep work done, decide what that balance looks like for you.

Maybe you're going to spend 3 hours/day, 3 times/week job searching. You can handle that and you'll know going into it that you're going to spend 9 hours/week job searching. That's totally doable.

And when I say job searching, this doesn't just mean you're hitting the apply button in Indeed and moving forward. Remember, this means researching, creating an appropriate cover letter, and even networking.

4) CHECK OUT OUR MOJOBS SYSTEM

Have a specific job you're looking for? Have a specific set of skills you want an employer to recognize? Want to make the search easier? That's what our MoJobs system is for - to match you with the perfect employer.

You can do specific job searches with specific keywords, and you can even find hiring events near you. It's constantly being updated.

Have a specific salary requirement? We can help! You can just go to jobs.mo.gov and get started. I'll link to it in the show notes, of course. And.. the system is completely free. No tricks. We want to help as many Missourians as possible find their best career pathway.

RECAP

Okay, so let's do a quick recap on 4 ways to job search efficiently.

1. Find the time that's most productive for you

2. Do the prep work before you get started.
3. Find balance
4. Use our MoJobs system

Remember, you don't want to drown yourself in searching for a job. Find the time that works for you, do the work that will help you find the proper balance, and you never know.. Job searching might just be enjoyable for you.

And if you need some assistance with job searching, don't hesitate to reach out to the Career Counselor closest to you. You can find the job center closest to you at cwdregion.com/jobcenters. We have staff excited to serve you!

CLOSING

That's it for today's episode.

Have a great week, my friend, and we'll meet again in the next episode. Until then.. Remember this... There's always a brighter tomorrow if you're willing to find it.

LINKS IN THIS EPISODE:

[How to Keep a Positive Mindset When it Comes to Job Interviews](#)

[Understanding Soft Skills](#)

[Understanding Hard Skills](#)

[How to Write a Cover Letter Worth Noticing](#)

[MoJobs](#)

[Work-Based Programs](#)

[Central Region Job Centers](#)

[4 Reasons You're Still Unemployed and What To Do About It](#)