


Applying the 7 Habits

To Your Job Search

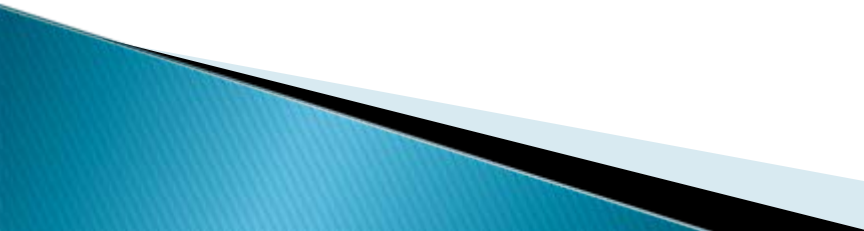
Rose Elley



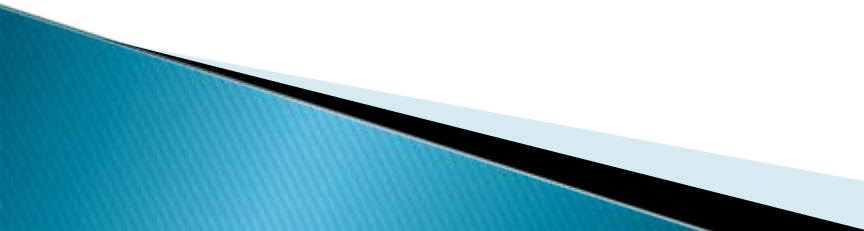
The 7 Habits

- Be Proactive
 - Begin with the End in Mind
 - Put First Things First
 - Think Win/Win
 - Seek First to Understand Then To Be Understood
 - Synergize
 - Sharpen the Saw
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1. Being Proactive

- Use resourcefulness and initiative
 - When thinking of your resources be sure to include
 - Job team members
 - Job team knowledge bank
 - Saturday morning sessions
 - Assess situation/Develop a positive response
 - Assess your finances, family circumstances, and wardrobe
 - Focus on areas where you have influence
 - Identify areas of direct control, indirect control, no control
 - Sketch your personal circle of influence
 - Build habits in areas where you have influence and control
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2. Begin with the End in Mind

- Keep the end goal in mind: Employment!
 - Develop a principle centered mission statement
 - Clarify your vision with specifics
 - Develop a clear marketing plan
 - Determine any gaps between where you are now and where you are going
 - Develop a plan to bridge any gaps
 - Pickup the book: The First 90 Days
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3. Put First Things First

- Align time in your day with your mission
 - Company research
 - Networking
 - Online job search
 - Resume work
 - Interview prep
 - Follow-up
 - Recruiter face to face connections
 - Keep your balance
 - Job search/Family/Friends/Exercise/Training
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4. Think Win/Win

- Develop relationships that are mutually beneficial
 - E.g. Meet-up Alternative Energy group
 - Support/mentor others in the same boat
 - Share knowledge by doing presentations or writing newsletter articles
 - Contribute to job team website/website content
 - Share job/learning/networking opportunities
 - Call your buddy weekly
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5. Seek First to Understand Then To Be Understood

- Take time to research company & position and *know* how you add value
 - Web search
 - Informational Interviews
 - Recruiters
 - Network
 - Seek to understand the person you are talking to, and only then try to be understood
 - Practice Effective Listening
 - Be empathetic
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6. Synergize

- Through trustful communication find ways to leverage individual difference to create a whole that is greater than the sum of the parts.
 - Share best practices and share knowledge
 - Show up and provide positive encouraging support
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7. Sharpen the Saw

- Take time out from the job search for personal renewal in the physical, mental, social/emotional and spiritual dimensions.
 - Address any knowledge gaps
 - Seize the moment to gain additional certifications
 - Teach others
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Resources

- <http://www.quickmba.com/mgmt/7hab/>
- Covey, Stephen R. The 7 Habits of Highly Effective People