

# Positive steps towards finding a new job

Sometimes it's hard to embrace change (Change – we want it, yet we resist it) like the loss of a job and needing to find a new one. It often undermines our confidence which makes it difficult to stay open to possibilities and keep a wide perspective on things.

Here are some questions for reflection (How to take time to reflect) and practical tools to take positive and small steps towards finding a new job.



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## 1. What are your priorities?

What are 3-5 things that most matter to you; that you most care about? This could be: a meaningful job, spending quality time with the family, staying fit and healthy, making a difference to people etc.

## 2. Review your life purpose (What's my purpose in life?)

Take a moment to reflect on the following statement:

### The purpose of my life is...

Often the purpose of our life changes when we experience major life events like the current pandemic or losing a job. When we know our priorities, our purpose becomes clearer.

# Positive steps towards finding a new job (contd.)

## 3. What are your skills, expertise, talents/passions?

Grab a notepad and make a skills inventory – all the things you are good at. Do a spider diagram as the mind doesn't work in linear ways. Think of the subheadings like skills, expertise (what you have learned through experience at work and in your life), talents/passions. Include all the skills you have learned so far in your life, not just skills you have learned in your professional life.



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## 4. Transferable skills and training needs

Take a moment and look at your spider diagrams:

- Identify skills and expertise that are transferable to other fields of work.
- Identify any training needs, i.e. new skills you want to learn through training or voluntary work.

## 5. Clarity about hours, location, salary

Take some time to think about how many hours you want to work, what's your minimum salary, how far do you want to travel to work and mode of commute (walk, cycle, car, public transport) or do you want to work from home?

## 6. 'Must-haves' and 'nice-to-haves'

Reflect and consider what your top 3-4 'must haves' and 3-4 'nice to haves' are, making sure that you take into consideration your wider web of life (family, loved ones etc.) so that you don't waste time pursuing a job that doesn't fit with your values and circumstances.

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