

Job search motivation



Keeping motivated whilst looking for a job

Keeping motivated is tough when looking for a job but making sure you are in the right frame of mind to job search is key. Remember the right job is out there, it just hasn't found you yet!

- Looking for a job is a project. Treat it as a task and an exciting new adventure!
- Keep to a routine and spread the time out over each week
- Get up every morning as if you are going into work. Get dressed, have breakfast and, if it makes you feel better, put your make up on as you would if you were going to work
- Make sure to look after yourself by eating healthily and regularly and by getting enough sleep at night
- If you are having a down day and not at all motivated, that's ok. Trying to find and apply for jobs when you're not in the right state of mind can actually demotivate you even further. Accept it and go and do something different for the day – try photographing nature, painting, colouring in, jigsaws. These all help you practice mindfulness (see our helpsheet www.licensedtradecharity.org.uk/mindfulness-guide-helpsheet) and help take your mind off your current situation
- Talk to family, friends and old work colleagues especially those you know will lift your spirits and make you feel better. Try and avoid negative people and people who pull you down. It's important to surround yourself with positive people who have got great emotional skills and will support you
- Listen to your favourite music – loudly!
- Improve your skills whilst job searching – sign up for free to CPL Learning here (www.licensedtradecharity.org.uk/e-learning-licensed-trade-workers). The modules only take 30-40 minutes to complete, you get a certificate and it will enhance your CV too! If you are a Manager, sign up for our free 2 hour online Mental Health Training for Managers too: www.licensedtradecharity.org.uk/pubcos-set-mental-health-training-industry-first-licensed-trade-charity-initiative



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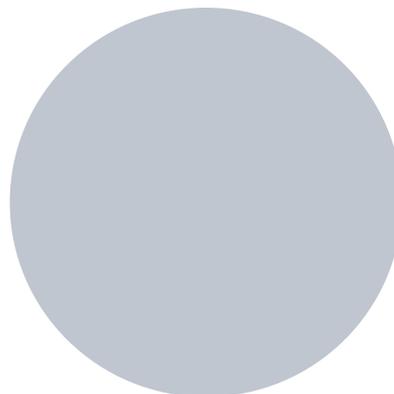
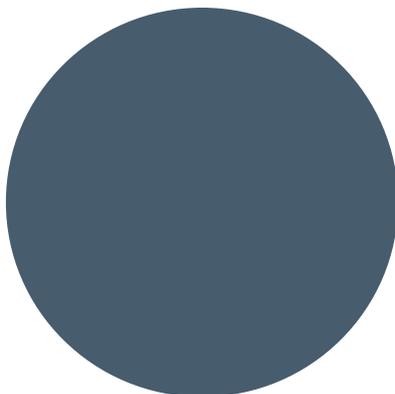
Being organised

It's important for you to stay motivated and organised when applying for jobs. Create an Excel spreadsheet with tabs at the bottom or buy a new notebook to help you keep track of your applications.

Head up the tabs or pages with the following:

- What jobs you've applied for
- What agencies you've contacted
- What LinkedIn connections you've linked with
- What networking messages have been happening
- What job boards you've registered with
- What job alerts you've registered with
- Ad hoc notes

Then make a note of the person you've contacted, the date you contacted them on and any comments. You can then follow the journey of each application or connection you've made and track it so you know exactly what stage you're at. Do whatever works for you but you have to project manage it – which in itself is another skill to add to the CV!



How to stop feeling discouraged when you don't hear anything back

Sadly you don't always hear back once you've sent in an application. It's not great but sometimes jobs are so popular that they receive loads of applications.

Rather than apply for hundreds of jobs out of desperation, it's worth just applying to those you really, really want. If you then haven't heard from them after a week, you could drop them an email saying that you are really keen and would like to have an opportunity to meet with them. If they've had lots of applications, it will make you stand out and put you on their radar.

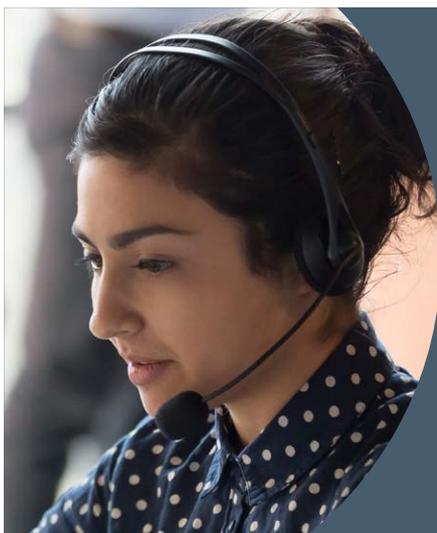
If you don't hear anything back after an interview (having asked at the end of the interview what the next stage is), message them to say how great it was to meet them last week and that you are keen to get some feedback on how you did. Any feedback would be welcome. Always make your messages friendly.

If you haven't heard anything by a week later, follow up again with a short message "Hi, you must be really busy. Sorry to bother you again. It would be great to hear from you". If after that you don't hear anything, walk away. They obviously don't have your work ethics and would you want to work for them anyway?

Always remember to sign off any messages or emails with your full name and your mobile number

Remember!

- Don't compare yourself to others
- Learn from every interview you go to
- Prepare, prepare, prepare!
- Be positive!
- The right job is out there for you and you will find it by following all our tips!



The Licensed Trade Charity are available 24/7, if you'd like to talk about your situation, we can help you. Contact us for confidential, free of charge support. If you are experiencing any of the issues covered in this fact sheet, in the first instance call our helpline on:

0808 801 0550

Our Helpline Team will listen without judging and will work with you as best they can to achieve a positive outcome. If you prefer, you can email: enquiries@ltcharity.org.uk or visit our website at www.licensedtradecharity.org.uk, it's full of useful information about the kind of issues we know people who work in the licensed trade face.

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Note: This guide is not exhaustive. It has been produced by the Licensed Trade Charity to provide you with an overview of the issue in question. We are grateful to all specialist organisations who support our charity and are available to you should you be experiencing this particular issue.
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