

 **Top Tips for Jobsearch** 

* Make a list of all available sources of information, such as the Internet, local and national newspapers, Job Centres and job agencies.
* Make a list of your strengths and weaknesses
* Choose a field and/or type of job that fits with those strengths and weaknesses - and that you would enjoy. Consider your hobbies and the skills you have gained from them as potential leads into jobs
* Be prepared if necessary to take small steps at first towards achieving your goal. You may need to complete a course of study or training first
* Be realistic - if you are too ambitious you may be unsuccessful
* You may get the opportunity to do a job on a voluntary basis first. This can be very helpful

 ** Strategies at work **

**Time management:** Before you start work, plan what you have to do that day and prioritise your tasks. Use visual aids such as mind maps, flow charts, and diagrams. Ask your employer to help you with planning and prioritising.

**Organisation:** Organise your workload into urgent and non-urgent piles. Break down tasks and projects into manageable bite chunks. Reward yourself when you have finished a task. Make sure that you take regular breaks to maximise your productivity and concentration.

**Instructions:** Write down instructions clearly and keep them for safe reference. Ask your employer to take time to clarify instructions if necessary.

**Operating office machines:** When you use a computer, make sure that you sit in comfortable position. Slowing down the mouse can help, as can using keyboard shortcuts. Keep clear instructions on how to operate photocopiers, fax machines, printers etc. Pin the instructions up next to these machines - then they can serve as a memory jogger for other people too.

**Written work:** Use your word processor's grammar- and spell-checks and consider asking someone to proof-read your work. Make use of templates. Your employer may be willing to send you on a course to improve your writing skills.

**Coping with distraction:** You could look into the possibility of flexible working, shifts or job share. A partition round your desk or wearing headphones can also help to reduce distractions.

**Attitude:** Try to be as calm and positive as possible. You might want to think about using basic mind and body relaxation exercises to help you to reduce your stress levels and thus improve your overall performance. Assertiveness training may help you to communicate more effectively at work. It is important to show your employer that you have many strengths; and that you want to do a good job and can achieve this, with the right support.