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Job Hunting Tips #1 Containing Anxiety

By Virginia Bola, Psy D

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It hangs from the ceiling above your bed while you toss through the night hours. It waits inside the door of every employment office you enter. It dogs your footsteps as you pound the job search pavement. It lounges in an empty chair as you crawl through another desultory interview. It sits on your shoulder while you balance your checkbook's alarmingly diminishing balance.

Its name is anxiety. It's made up of fear, self-doubt, guilt, dread, and self-reproach. It ties your stomach in knots, makes sweat ooze from your pores, makes your head hurt, your memory blur, and your concentration dissipate. You can't wash it away, will it away or beat it away. The only way to contain it is to embrace it, to make it your ally and your friend. How?

1. Although anxiety can unnerve you and make you feel paralyzed, consider its ability to energize you. Watch it carefully, without emotion or judgment distorting your vision, and you will see it raise the hairs on your neck, excite your thought processes, heighten your senses, stir your imagination and make you keenly aware of being alive. Trace its pathway through your body, coursing through your veins and touching every part of each extremity. Instead of fighting it, embrace it as if it were a natural amphetamine, a pill that makes you feel a little strange but also exhilarated.

2. Learn to recognize when it will come and anticipate its arrival with excitement. Without it, you are flat, beaten, dejected. Wait for it to come, welcome it, and view it as your body's ally to focus yourself on the job search situation. Have your anxiety stay close to you, forcing you to be aware of your surroundings and ready to express your thoughts and feelings to a potential employer with enthusiasm and energy.

3. Talk to your anxiety as if with an old friend. Look at it as your best personal source of familiarity, camaraderie and support. Let it work for you, not against you and you have not only tamed the beast but have created a more enjoyable and positive environment for yourself. Your self-doubts will always linger but they are at a manageable level where you can calmly push them into the background while you concentrate on making a great self-presentation.

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After a short amount of practice, you will find yourself almost in a panic before the anxiety arrives because you need that charge of energy to get you going and move you forward. Try it and see if it works for you.

Dr. Bola operated a rehabilitation company, developing innovative job search techniques for disabled workers, for 20 years. A licensed clinical psychologist, she developed vocational programs for the mentally ill, served as a Vocational Expert for Social Security, Civil Court, and pioneered vocational testimony in Workers' Compensation Hearings. She is author of *The Wolf at the Door: An Unemployment Survival Manual* (Authorhouse.com)

From The WorkWise Collection: Job Hunting in the New Economy

By Mary Jeanne Vincent

To succeed in today's global marketplace, companies must hire the best and the brightest. Having talented employees can make the difference between success and failure.

Job hunting in this new economy is competitive, dynamic, results-driven, and requires your best efforts. In the past, jobs and careers were permanent, stable, and predictable. Today all of that has changed. Jobs, careers, and the world of work are transient, unpredictable, and involve risk. If you want to be successful, you have to take smart risks, know the rules, and play by them.

To set yourself apart from the competition, follow these job-hunting tips for the new economy:

1. Know what you have to offer. What are you selling? What specific skills, experience, and knowledge do you bring with you? The question employers want answered is: "What can you do for my organization?"
2. Create solid marketing materials and package them well. Does your résumé present specific accomplishments, complete with results that demonstrate what you can do for a potential employer? If not, why not? Is it clean, neat, and easy to read?
3. Make it easy for employers to hire you. Think about a variety of options that could work for you and the employer. Keep an open mind about when, where, and how the work could be done. Cutting off the discussion too early can result in lost opportunities. Whereas maintaining an ongoing conversation can lead to innovative solutions that suit both parties.
4. Take the initiative in selling your services. Let people know what you have to offer. Give employers a reason to talk with you; they need to know the benefits that hiring you will provide them. Be prepared to offer that information, even if they don't ask for it.
5. Think about the employer's needs, not your agenda. Never mind your agenda (getting a job), think about their agenda (solving a problem). What problem are they trying to solve? Describe how you can help. Then follow up, follow up, follow up.

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Apply these job hunting tips and you are sure to set yourself apart from the competition, shorten your job search, and find the work you love!

Hi, I'm Mary Jeanne Vincent. I help real job seekers just like you find jobs that meet the triple-F test: work that's fun, fulfilling, and financially rewarding. Ask about WorkWise Words of Wisdom Uncover Your Passion tip cards—50 easy-to-use tips guaranteed to jumpstart the process of finding the work

you love and loving the work you do. Only \$24.99! For information, write to:

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Top 10 Super Job Interview Tips

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Is It Stress Or An Anxiety Attack?

Natural Ways For Dealing With Anxiety

Character Counter Software

Time Stretching Tips

The Ultimate Guide To Acing ANY Job Interview

The Art of Kissing

Stress The Silent Killer



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