

EVALUATING MY EFFORTS

SKILLS

Date	Ⓐ Identify Resources Daily			Ⓑ Make Contacts Daily			Ⓒ Contact and Support My Action Partner	Ⓓ Practice and Share the My Foundation Principle	Ⓔ Practice Job Search Skills (Pick two from the Skills list.)			
	Weekly Goal	Actual	Effort	Weekly Goal	Actual	Effort	Effort	Effort	Skill 1	Effort	Skill 2	Effort
Example	25	21	●●●	25	27	●●●	●●●	●●●	Practice Me in 30 Seconds five times.	●●●	Write 10 power statements.	●●●
Week 1			●●●			●●●	●●●	●●●		●●●		●●●
Week 2			●●●			●●●	●●●	●●●		●●●		●●●
Week 3			●●●			●●●	●●●	●●●		●●●		●●●
Week 4			●●●			●●●	●●●	●●●		●●●		●●●
Week 5			●●●			●●●	●●●	●●●		●●●		●●●
Week 6			●●●			●●●	●●●	●●●		●●●		●●●
Week 7			●●●			●●●	●●●	●●●		●●●		●●●
Week 8			●●●			●●●	●●●	●●●		●●●		●●●
Week 9			●●●			●●●	●●●	●●●		●●●		●●●
Week 10			●●●			●●●	●●●	●●●		●●●		●●●
Week 11			●●●			●●●	●●●	●●●		●●●		●●●
Week 12			●●●			●●●	●●●	●●●		●●●		●●●

KEY:

- Minimal Effort
- Moderate Effort
- Significant Effort

INVOLVE THE LORD (CH. 1)

- Pray for specific help in your job search.
- Fast for specific help in your job search.

ME IN 30 SECONDS (CH.2)

- Practice your Me in 30 Seconds five times and get feedback.
- Adapt your Me in 30 Seconds for five opportunities.

INFORMATIONAL INTERVIEWS (APPENDIX)

- Write five questions for an informational interview. See page 201.
- Do three practice informational interviews and get feedback. See page 201.

MATCH SKILLS (CH. 3)

- Review five job descriptions and match your skills to the employer's needs.

POWER STATEMENTS (CH. 4)

- Write 10 different power statements.
- Share at least three power statements with two people and get feedback.

WRITTEN MATERIALS (CH. 5)

- Write 10 accomplishment statements for your résumé.
- Write a résumé and get feedback from three people.
- Write two power statements to open cover letters.
- Write a cover letter and get feedback from three people.

INTERVIEWING (CHS. 6-7)

- Practice your Me in 30 Seconds for two possible interviews.
- Practice answering five interview questions using power statements.
- Practice five questions you could ask at the end of an interview.
- Determine three ways you could ask how to follow up at the end of an interview.
- Practice answering three interview questions by turning a negative into a positive.