

A silhouette of a person standing on a beach, with their arms outstretched to the sides, looking up at the sky. The background is a sunset over the ocean, with the sun low on the horizon, creating a warm, golden glow.

Develop a Successful Mindset

Having the proper frame of mind can make or break your job search. Learn the skills needed to transform the way you think about yourself and your job search so that you can reenergize the confidence you need to succeed.

This workshop covers:

- **A Successful Frame of Mind**
- **A Growth Mindset**
- **Tools for Success**
- **Tips to Stay Positive During Your Job Search**

Develop a Successful Mindset

A Successful Frame of Mind

One of the most important aspects of creating a resume, which can WOW potential employers, or nailing the interview or even keeping positive and forward thinking while searching for a job is a successful frame of mind. But how do we change the way we see ourselves or how we see the world when we feel stuck in a negative situation or mindset? How can we adjust our thinking to go from "I can't do it" to "I can do it" or from "I won't be successful" to "I will be successful"?

A Growth Mindset

When we look in the mirror, what do we see? Do we see someone who has skills which are important to hiring managers? Do you see someone who has the potential to be successful? How do we think about ourselves? How do we talk about ourselves? It is important to remember that the way we see ourselves and talk about ourselves has the power to frame who we are. It has the power to frame our confidence and our success.



When we see the glass as half empty instead of half full, our outlook in life and how successful we can become is probably starting off wrong. We may be in danger of developing a victim mindset, which can make it much harder for us to achieve positivity and success. When we see everything as negative, our life and our success can turn into a self-fulfilling prophecy that is difficult to turn around.

You may need to change the way you think about yourself before you can be successful in your job search or in meeting your goals. While success is generally something you work for and earn, successful thinking and successful actions are something that can be learned. In order to learn these skills and apply them to our lives we need to have a Growth Mindset.

Develop a Successful Mindset

There are two ways of thinking about personal growth: a Fixed Mindset and a Growth Mindset. The Fixed Mindset says, "this is who I am, I cannot change." This can be a very pessimistic and short-sighted way of thinking. You are telling yourself that you won't learn anymore and you won't grow anymore, so why bother? **This is a pitfall that must be avoided during a job search!** This fixed and negative way of thinking limits us and our ability to embrace new challenges and new opportunities. This way to thinking keeps us from being excited about new possibilities. In many cases, this way of thinking will keep us from reaching our potential and leaves us settling for less instead of striving for more.

The alternative to this way of thinking is the Growth Mindset. The Growth Mindset says no matter what our background is, or how old we are, we are constantly learning and changing. A Growth Mindset sees everything as challenges and obstacles that help us grow and become a better and stronger person. A Growth Mindset is more open to accepting feedback because it is an opportunity for improvement. A Growth Mindset embraces opportunities to learn new things. A Growth Mindset helps us push past our boundaries in life. A Growth Mindset is what most employers are looking for in new hires!

Developing and maintaining a Growth Mindset is not a passive adjustment. There is no single, "aha" moment. A Growth Mindset requires an intentional shift that is not always easy. In fact, you will most likely stumble and fail many times. The difference between a Fixed Mindset and a Growth Mindset is that the Growth Mindset gets back up and keeps going forward.

Embrace and Learn from Your Mistakes

Almost everyone has lost a job at some point. We have all had to look for work. A Fixed Mindset may say that you are alone in this journey, but a Growth Mindset remembers that this is a new opportunity for success.

Did you know that Oprah Winfrey was fired from television before she made it big? Michael Jordan didn't make a basketball team because he was too short. Walt Disney had to declare bankruptcy due to a lack of funding a year after opening his company. Everyone experiences failure, everyone struggles, but the Growth Mindset stays positive, picks themselves up, learns from mistakes and continues to move forward.

So accept that you will fail at things. You will struggle. You will have hardship and that is okay. Remember:

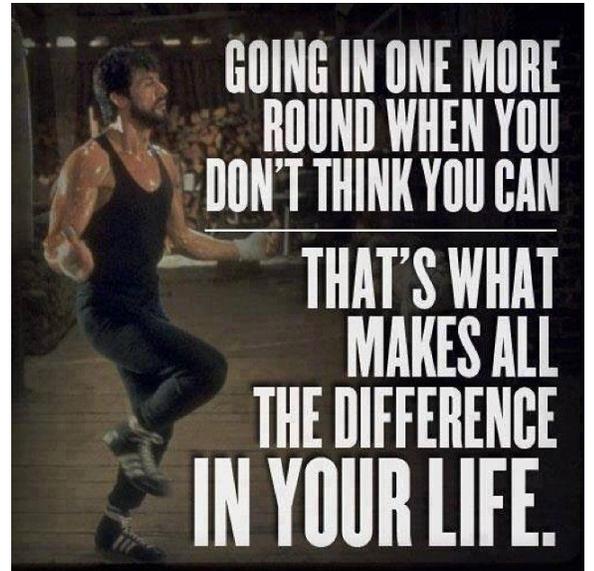
"It is okay to struggle."

Develop a Successful Mindset

It is important that we learn from our mistakes! Don't gloss over them, dig into them. Learn what you did wrong and figure out how you can make it right the next time. If we ignore the opportunity to analyze our mistakes, we will most likely repeat the same mistake. Don't make excuses for mistakes. Accept them, learn from them, make adjustments and then move forward.

If you didn't get the job interview for a job, consider why. Generally, there is one reason someone doesn't get an interview...their resume. Your resume either didn't have enough key words to pass ATS and get seen by a hiring manager, or it didn't communicate that you were a great fit for the position compared to other applicants. Take the opportunity to give your resume a thorough review.

Make the necessary adjustments and apply for the next job, armed with the knowledge and strength that comes from experience. If you continue to have the same problem, reach out for help and get a second and third opinion. Remember that this is an opportunity to learn and grow.



Tools for Success

1. Set Proper Goals

What is your number one goal right now? What are you working towards every day? If you could only have one single goal, what would it be?

My Goal: _____

This goal is your main focus right now. It is the direction in which you are going. But ask yourself, is this an attainable goal? *As it stands right now*, is this a goal worth pursuing?

Is your goal a "smart" goal?

Develop a Successful Mindset

Successful people set S.M.A.R.T. goals. Smart goals are specific, measurable, attainable, relevant and time based.

Specific - Your goal should be clear and specific, otherwise it will be difficult to focus your efforts. Determine exactly what you want to accomplish, why is it important, who is involved,

where is it located and which resources are required? Being specific helps to point you in the right direction.

Measurable – Your goal should be measurable so that you can track your progress and stay motivated. Assessing your progress will actually be exciting as you get closer and closer to meeting your goal. A measurable goal should address questions like: How much? How many? How will I know when my goal has been accomplished?

Attainable – Your goal needs to be realistic and attainable, which means it should stretch your abilities but still remain possible. Be careful not to set goals that you have no power over achieving. Goals like “Get a job” and “Get that promotion” depend on the recruiters and hiring manager’s decisions. These generic goals may be out of your control. It is better to have specific and attainable goals such as “Learn to use Excel because it is a required skill of my dream job!” That is a goal within your power and one that is attainable.

Relevant – Make sure that your goal matters to you and aligns with your other goals. If your goals are working against each other, it will be difficult to make any progress in any direction. A relevant goal answers “yes” to these questions: Does this goal seem worthwhile? Is this the right time to pursue this goal? Does this goal align with my other efforts and needs?

Time-based – Every goal needs to have a target date so that you have a deadline on which to focus. A target date prevents normal, everyday tasks from taking priority over your long-term goals. A time-based goal answers these questions: When do I want to be done with this goal? What can I do six months from now to meet my long term goal? What can I do six weeks from now to meet my goal? What can I do today to work toward my goal?



Develop a Successful Mindset

Setting S.M.A.R.T. goals keeps your goals from becoming too general. The goal *"I want to get a job"* isn't a smart goal. You could simply apply to be an Uber driver today and get your job. However, is that really your goal? Is that job the job that you really want. Is that job the job which will provide enough income to support your family? Additionally, that goal is actually out of your control. You may want the job, but you may not be the person who gets to make that call. It is never a good idea to set a goal for yourself when someone else is in charge of the outcome.

What if your goal was *"I want to develop the skills needed within the next 6 months to become a desirable candidate as a _____"*? This is a much stronger and smarter goal. Setting specific goals which are measurable, attainable and within your control will keep you focused in the right direction.

2. Recognize Your Value

Everyone has strengths and everyone has value. Unfortunately, when we compare ourselves to others, much of the time we end up falling short. It is important that we recognize everyone has a personality made up of various experiences and interests. We need to be familiar with our own strengths and our own value to potential employers.

Start by asking others what they see as your career strengths. Check with numerous people and ask them to be specific. Ask friends and family as well as former colleagues. They may suggest things that you had not thought of.

My Strengths

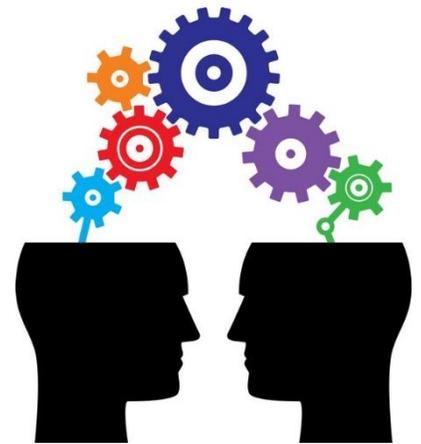
- _____
- _____
- _____
- _____

Remember to tell yourself that you have strengths and value!

Develop a Successful Mindset

3. Find Someone Who Knows More Than You

When you have a successful mindset, you have the confidence to ask for help. Negative thoughts breed an attitude of believing you should not ask for help because it will make you look weak. Successful people know that they cannot reach their goals on their own. Successful people know they need the assistance and support of family, friends, and mentors. Isolating yourself wears you down mentally which only makes success that much harder to reach.



Successful people don't have to be the smartest in the room. They just need to know how to surround themselves with smart advisors and resources which will provide them with the best information possible. Find resources that will help you learn and grow. Take workshops, read books and articles, find a mentor. Take the opportunity to learn from someone who has already been there and done what you are trying to achieve.

Learning from experts gives you expert advice. Learning this way can help prevent you from making simple mistakes which can be easily avoided. Find someone who does the job you want to do. Ask them for an informational interview over a cup of coffee. This gives you the opportunity to ask them about their background and how they got the job. Find out what skills are important and how you can develop them. The more you know, the better off you will be.

4. Take Action



Success is never just given. It is earned through hard work and dedication. That is why it is important to be passionate about your goals. A successful person doesn't sleep in and get to things when they have some free time. A successful person makes a schedule, they get up early, they stay up late, they don't watch television when they need to be reading or studying.

Develop a Successful Mindset

To be successful at something, you need to want it more than others want it. As a job seeker, you need to want that position more than someone else wants it and be able to prove that you are the best person for the role. If you want the job, put in the work to customize your resume for the position. If you want the job, research the company and prepare your answers to the hard questions. If you really want the job, know the job description forwards and backwards and exactly how your background and skills fit.

Most of the time, we focus on the results that people have and not the work that they have put into achieving those results. We see the six pack abs, we see the successful career, we see the lifestyle we wish we had. What we don't see is the work that went into the success. What we don't see is the long hours and the sacrifice that was put into reaching that point. Imagine an Iceberg. All you see is what's above the water. What you don't see is all of the development that went on below the water to create the iceberg.



As a job seeker, there is always something you can do to invest in your future. You can work on your resume, revise cover letters, research jobs that match your background and skills. You can network, write elevator pitches, practice your interview skills and prepare answers to common interview questions. You can take workshops in person or online, you can develop new skills or enhance skills that you already have and the list can go on and on. Take a hard look at how much time you are putting into your job search. Is there more that you can be doing right now?

It has been said that it takes 10,000 hours to master a skill. You need to want it more than anything else. There is no shortcut to success. The more time you put into something, the better the results. If you rush and work on your resume for an hour, you might get lucky. But remember that the other candidate, the one who wants the job more than anything has spent five hours or ten hours, working on their resume over the course of a couple of days or weeks, constantly improving it and revising it. Which resume do you think will catch the eye of the hiring manager?

Develop a Successful Mindset

5. There are NO Shortcuts

Being in the middle of the struggle is one of the hardest places to be. It is at this point where we are mentally and emotionally drained and we wish that someone would come along and rescue us. But **true** success comes from the struggle.

The struggle helps to build a skill which will serve you well throughout your life. Successful people generally continue to be successful in their lives because they have developed the skills and habits used to overcome hard times and struggles. They have developed the skills and habits that make them resilient and positive in the face of adversity.

Along the way to our success, we will learn valuable skills and lessons that we would not otherwise learn. We develop lifelong habits that help us to continue to be successful in spite of struggle as we move forward. There is no shortcut to success.



Tips to Stay Positive During Your Job Search

During a job search, it is very easy to fall prey to the pitfalls of a negative attitude. It is hard to remain positive when you are waiting for that phone call. Having a Growth Mindset is not going to be easy. You will struggle with it and you will have bad days just like you will have good days. We tend to let our minds get the best of us. We aim too low, looking for jobs that are realistic instead of great. We don't apply for a job because there is "no way" we would get it. We don't take that training, or we don't work towards that certification because "we aren't going to understand it anyway." If we give up before we even try, then we will never be successful.

Remember to celebrate small victories! If you stumble, don't let it derail you completely. Pick yourself up, brush yourself off, and move forward. Treat your job search like a job. Create structure for your day. Set strict office hours and create a manageable to-do list of items that you need to accomplish each day.

Develop a Successful Mindset

At the end of the day, shut off and recharge. You will need some down time to recharge each day. Obsessing about your job search and burning the candle at both ends will only burn you out, making your ability to remain confident for your interviews even harder. Taking care of yourself will strengthen your mindset and make you a sharper job seeker.

Good Ideas!

- Open the blinds and let in the light - If you are working at home, open the windows, get some fresh air in the house, open the blinds and let in the sunlight. A lack of Vitamin D can lead to depression. Brightening the room can brighten your spirits.
- Every day say three positive things about yourself or your career strengths - Self-deprecating trash talk about yourself only reinforces your Fixed Mindset. Every day remind yourself that you are a worthwhile investment for any company.
- Get physical - Don't just sit around. Get the endorphins flowing in your body by exercising. Walk around the block, dance, stretch. Movement will help you feel accomplished and boost your confidence.
- Enjoy a hobby - If you are only focused on your job search 24 hours seven days a week, you WILL burn out. You aren't doing yourself any favors by doing that. Take up a hobby that is non-job search related so that you decompress.
- Get organized - Keeping your life more organized will help you be more proactive and feel more in control. Take a day and organize your home. Being organized will lower your stress and anxiety. Get your job search organized by putting all your job search materials, job descriptions and new training materials in one place. Set up a daily or weekly to-do list to break down your goal into more manageable steps.

Most important: Never, ever give up!