

March 2016 to June 2016

Motivational Strategies and Goal Setting in Your Job Search

Feeling stuck and unmotivated in your job search? Consider setting goals to keep yourself on track and encouraged throughout the process. Goal setting can be as simple or complex as you make it.

If you are searching for a full-time position then your long-term goal is to find a job. Your short-term goals will be all those things that you do along the way to help you accomplish your long-term goal of finding a job. Start by writing your goals down on paper, on your computer, or in your Smart phone and cross them off your list as you attain each goal. Your first goal may be to establish where (location) you will conduct your search. This may be your dining area, a home office, or even the public library. A designated space may be the key to taking your long-term goal seriously.

Your second goal may be deciding how much time you will spend on your search daily, weekly, and monthly. Ideally, the time spent on your job search should be the equivalent of the time spent at a full-time job. Tracking your hours or schedule can be done on a piece of paper or on an Excel spreadsheet. Factor in the schedule of your day (start time and end time) like you would if you were going out to work. Credit yourself (on your spreadsheet) with time spent at job clubs, professional organizations, career counselors, social media (LinkedIn) and informational interviews. Since two-thirds of jobs are found through networking, any time spent networking should also be tracked. Additionally, you will account for time spent researching job postings, writing cover letters, tweaking your resume, and any other task that is job search related. Once you start filling in your chart/spreadsheet, you will get a greater sense of accomplishment when you see all you have done in your job search throughout the day and the week.

Be sure to work on your job search early in the day when you are more alert and energetic. Start your day off by working on your search, but end your day as well (at a pre-determined time) and walk away. Give yourself time off in the evenings and on the weekend as you would in your job.

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Drop Box, Google Drive, and Prezi.....What You Probably Don't Know, But Probably Should

You may have heard these terms bantered around, especially if you have high school or college aged kids with whom the applications enjoy wide usage. So what are they? And what do you need to know about them? And most importantly, how can you learn more about using them?

Dropbox is a free online file storage service. You download the Dropbox application onto your computer and simply drag and “drop” files into the open box icon on your computer. By doing this, you have saved it to your dropbox in the sky, “The Cloud”, more precisely. If you don’t understand what “The Cloud” actually is, don’t overthink it – just know it’s saved and backed-up by Dropbox so that you can access your Dropbox anywhere and sync it to your mobile devices (tablets or smartphones). Files can include large document or photo files that aren’t meant to be downloaded or stored on mobile devices or easily sent through email. Using Dropbox, you can simply “view” the file, not take up your device’s storage space by downloading it. To start using Dropbox and try it out, go to Dropbox.com and download the application. The free application gives you 2GB of storage and a basic tutorial.

Google Drive: If you have a Gmail account, you’ve already got a Google Drive. When you have a Google account, in addition to offering its email program, it offers you a “Drive”, which is basically the same “Cloud” based file storage and sharing offered by Dropbox, with a notable addition: Docs, Sheets & Slides. Those are Google’s free word processing, spreadsheet and presentation applications that can be used in place of Word, Excel or PowerPoint and saved to your Google drive. Again, it offers the user the ability to open up documents or photos (anything saved to your Google Drive) anywhere you can get a Wi-Fi signal. All you need is a Google account and you get 5GB of free storage on your “Drive”. To find out more: Visit Google.com or when you log in to your Gmail account, click on the mosaic square at the top right and view the apps your Gmail account comes with.

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Conducting a job search may be a stressful undertaking at times so please be cautious of burn-out. Setting goals around healthy eating, getting plenty of sleep, and routine exercise may also be helpful in reaching your long-term goal of finding a job.

By Eileen Fee, Career Counselor, at the Women’s Center at CCM.

(Continued from Page 1, Right Column)

Prezi: Prezi is an on-line presentation application, similar to PowerPoint. An online account with Prezi allows multiple users to create and share presentation files. Its advantages over the traditional PowerPoint presentation software are that Prezi allows for greater slide creative design, can be saved and opened from your on-line Prezi account. And it’s free. To access Prezi from mobile devices, you would need to upgrade to a paid version starting at \$4.92 per month. Try it out at Prezi.com.

It’s worth your time to check out the websites for these useful on-line tools as not only do they offer a free way to create and store documents, but they are increasing in use in both the private and public sectors, so you will likely be expected to be at least familiar with them and their use in the future.

Need more help? Women’s Center tutors are available to get you started and show you some ways these applications could be useful. As well, look for upcoming classes this summer on how to use Dropbox, Google Drive and Prezi.

By Patricia Spitnale, Programs Administrator, at the Women’s Center at CCM



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Mission Statement:
**Empowering Women, Creating Jobs,
 Transforming Lives.**

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The Women’s Center at CCM is a nonprofit organization serving women in transition. It is sponsored by the **County College of Morris**. The program is funded by the **NJ Division on Women** and the **United Way of Northern New Jersey**. The legal education services are funded by a grant from the **IOLTA Fund of the NJ Bar Foundation**.

Volunteer Spotlight

The Women’s Center is fortunate to have a team of talented volunteers who generously give of their time and expertise.



Angela has been a computer tutor with us for 3 years. In addition to teaching MS Office and general computer usage, she has taught a Women’s Center class

on using Google Docs, which included resume formatting for on-line job applications. She especially enjoys teaching Word and is skilled at assisting with resume word selection, formatting and editing.

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As a former public school English teacher and administrator, Angela was an early adopter of technology and continues to stay abreast of changes and innovations. She can be counted on to let you know if, “There’s an app for that.”

Currently, Angela works as a copyeditor for a major pharmaceutical ad agency. In her free time, she enjoys cooking and DIY projects.

Angela is available for appointments at the Women’s Center on Tuesday mornings at 10AM or 11AM.

Career Corner**Upcoming Job Club Topics****Q & A on Informational Interviewing:
“What is this job really like?”****What is informational interviewing?**

It is an opportunity to gather information on a career and/or job of interest by speaking to an individual currently employed in that field. Gathering additional information on a career you are considering can often help you decide if this field is right for you. Reading about a career provides facts, but a visit to the worksite allows the individual to see the day-to-day reality of that career.

Is an informational interview a means to gain a job interview?

No, and it would be considered inappropriate to arrange an informational interview with this in mind.

How can I prepare for an informational interview?

It is important to first read about this career field. Books on many career fields can be found or requested at your local or county library. The *Occupational Outlook Handbook* is an excellent reference guide and is readily available in your local library or by going to www.bls.gov/oco. After researching details about the career, prepare a list of questions that you will ask. Here are a few suggestions:

- What type of education and/or training did you need to enter this field?
- What do you find most gratifying about this work?
- What are the major challenges in this career?
- What is your typical day like?
- Do you have advice for someone who may be considering this job field?

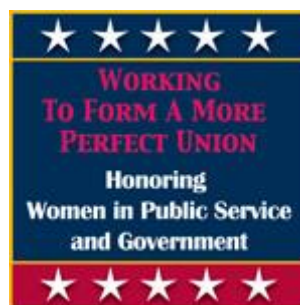
How do I locate an individual working in my field of interest?

Through networking—ask friends, neighbors, your current or former co-workers, members of your community, volunteer organizational contacts, etc. to suggest individuals to contact.

- 03/04 Communication Skills with Sales Solutions Strategist, Casey Carpenter
- 03/18 LinkedIn Follow-up with IT Consultant & Former CCM Women’s Center Tutor, Prashant Maddipatla
- 04/08 Phone Interviews with HR Professional, Barbara Newman
- 04/22 Gaps, Obstacles & Transferrable Skills with Job Developer & Placement Specialist, Dale Favia
- 04/29 Intuition with Founder of Real Spark & Personal Transformation Expert, Deb Wilbur
- 05/13 Job Hunting on the Internet with CCM Librarian, Lynee Richel

March is Women’s History Month!

www.nwhp.org/womens-history-month



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How do I set up the interview session?

The request for an informational interview can be made through a phone call, via email, or a try a LinkedIn message.

How much time is needed for an informational interview?

Usually about thirty minutes. It is a good idea to mention this period of time when you make the initial request for an appointment. Plan to arrive a few minutes before the scheduled appointment.

Is a thank-you note necessary immediately after the interview?

Yes! And handwritten notes are still appreciated!

By Maureen Haggerty, Career Counselor, at the Women’s Center at CCM

Women's Center at CCM Calendar of Activities



March

1, 3 – Excel I Class
 1, 8, 15, 22, 29 - Empowerment! Class
 3, 10, 17, 24, 31 – Family Law Workshop
 4, 18 – Job Club
 8, 10, 15, 17 – Excel II Class
 9, 16 – Legal Clinic
 22, 24, 29, 31 – PowerPoint Class
 Mon - Thurs – Computer Lab
 Mon - Thurs – Career Counseling appointments

April

5, 12, 19, 26 – Empowerment! Class
 6, 13, 20 – Legal Clinic
 7, 14 – Family Law Workshop
 8, 22, 29 – Job Club
 Mon – Thurs – Computer Lab
 Mon – Thurs – Career Counseling appointments



"The future is not set, there is no fate set but what we make of ourselves" – Irish Proverb

May

3 – Empowerment! Class
 4, 11, 18 – Legal Clinic
 13 – Job Club
 Mon - Thurs – Computer Lab
 Mon - Thurs – Career Counseling appointments

June

1, 8, 15 – Legal Clinic
 Mon - Thurs – Computer Lab
 Mon - Thurs – Career Counseling appointments

Scholarship Information

AAUW-Madison Branch Mature Woman Grant

To be used for education related expenses in pursuit of a degree or certification.

Open to: Women age 25 or over who are residents of: Chatham, Chatham Township, East Hanover, Florham Park, Madison, Morris Township or Morristown

Deadline: March 31, 2016

For Application: www.aauwmadisonnj.org

Business and Professional Women Scholarships

Open to: Women age 25 or over, resident of New Jersey.

Deadline: May 1, 2016

For Application:

Businessandprofessionalwomennj.org/career-awards