

# GET THE JOB

10 TIPS TO GET  
YOU HIRED IN  
90 DAYS.

**RICHGEE**<sup>TM</sup>  
NO EXCUSES. MAKE IT HAPPEN.





# I'M GOING TO KEEP THIS SHORT.

You want the facts.

Here they are — without all the fluff, stories, pictures, buffer and padding.

**The 10 things YOU need to do to GET THAT JOB.**

These 10 tips come from my first meeting with a new client — I provide the tools to quickly step out and make things happen.

Each tip will have an action step. I suggest you do it — if you do, you'll see all of your current obstacles fade away.

*Rich*

Rich Gee  
The Rich Gee Group  
Stamford CT

**RICHGEE**<sup>TM</sup>  
NO EXCUSES. MAKE IT HAPPEN.

Copyright © 2016, Rich Gee Group. All Rights Reserved.



# 1

## THIS IS GOING TO BE HARD.

I say this to all of my clients.

We are not good at searching for a job — it's not in our nature to sell ourselves, step way out of our comfort zones, and do things we would never do in our current roles.

You need to tell yourself every day:

1. This will be hard, but I can do it.
2. This will stretch me, but I have done it before.
3. This will be very frustrating, but I need to be patient & persistent.
4. This will impact my self-esteem, but I am strong.

Come to the realization that you are not good at job searching initially, but in a short amount of time, you will be an expert. (this happens to everyone)

## ACTION STEP

Pick up ["The Five Minute Journal"](#).

Successful people Plan & Reflect. This book will allow you to plan and reflect every day and will help you deal with the above four issues most job seekers encounter.

# 2

## CLEAR THE DECKS.

Find a place in your home where you can alter it into an office for your job search.

A spare bedroom, a loft, a basement, or even your dining room (who uses their dining room anymore?).

You need clear space to work and spread out every day, a place for your desktop/laptop, your cell, your folders, your notepad, etc.

You need to separate your home-life from your work-life. If you have the ability to close a door and seal off your office from the rest of your home — so much the better.

## ACTION STEP

If you have to talk to your spouse/partner/etc. — do it immediately.

This is a temporary measure — you're not going to take it over FOREVER — just for a few months.

You need to start acting like you're at work (a saying I will refer to frequently).

# 3

## GET UP EARLY. SHOWER. GET DRESSED.

Most job seekers get into a nagging, bad habit right off the bat.

They get up late, they take infrequent showers, and wear sweats all day.

Stop it. You need to start acting like you're at work!

The fresher you are, the more professional you dress and the earlier you get up all combine to stage each day to be a GOOD day.

You look good, you feel good, you smell good. You're ready to tackle the world.

## ACTION STEP

Set a time every day (MON-FRI) to get up — successful people get up REALLY early and meet the day head on. I get up at 4:30 AM every morning. Try it.

Have your bathroom materials all set out the night before — so you can immediately get out of bed and jump into the shower without any real prep.

Layout your wardrobe the night before (even down to underwear/socks) so there is no mental argument about defining down to sweats. Dress up!

# 4

## BUILD YOURSELF UP.

Work into your schedule time to build up your body and your mind. You have the time.

**Body:** Workout or take a walk to keep your body at an optimum level of performance. You will look better and feel better every day.

**Mind:** Start reading or listen to podcasts to grow your knowledge and learn about all the new things occurring in your industry and the world. Stay away from the daily news — focus more on business news, industry trends, major shifts.

## ACTION STEP

Join a gym. The faster you join, the faster you'll reframe and build your body into a machine. People will notice — you are making yourself better. The better the product looks, the faster people will buy.

Start reading. Listen to audiobooks and podcasts. You never had time to do it before — now you do. This action will help you find out about new opportunities, track and meet new people, and learn new ways of doing your job.

Workout and listen at the same time!

# 5

## GET OUT.

**Try not to work at home every day.** Get out and hit the library. Go to a local college or university and use their library. Camp out at Starbucks or Panera Bread.

**If it's nice out** — set up at a local park — or even your backyard.

**Change of scenery is essential to your mental health.** Insular and cocooning behaviors are prevalent with job seekers — it leads to bad thoughts, second-guessing, frustration, fear and depression. Get out and see the sunshine!

**You will bump into and meet new people.** I always say this to my clients:

*“The more people you meet = more knowledge/insight about your world = more opportunities = more possible positions = more interviews = more job offers = YOUR NEW JOB.”*

Conversely, *“The less people you meet = less knowledge/insight about your world = less opportunities = less possible positions = less interviews = less job offers = SEVERE FRUSTRATION.”*

## ACTION STEP

Get out there. Schedule blocks at least 3-4 times a week to get out and expose yourself to the world.





## INTERMISSION: THIS IS YOUR REALITY.

### **EFFORT**

**HOW MUCH EFFORT IS REQUIRED TO MAKE IT HAPPEN.**

### **FRUSTRATION**

**THE LEVEL OF FRUSTRATION YOU WILL EXPERIENCE.**

**RICHGEE**<sup>TM</sup>  
NO EXCUSES. MAKE IT HAPPEN.



I give this to all of my clients. This graphic clearly identifies the four major elements of a typical job search.

Some come with very low effort and high frustration and conversely, high effort and low frustration. On the next page, I'll define each of the levels.





# INTERMISSION: THIS IS YOUR REALITY.

## JOB & COMPANY SITES

This is where everyone starts. Sometimes it tends to deliver fruit from the job tree, but most of the time, these are positions that are fake, fraught with issues, or the pay is a lot lower than you'd expect. At this level, it's a numbers game and it's very frustrating.

## RECRUITERS

A lot of job seekers start to reach out to recruiters in their industry space. Feel free to do so, because sometimes you hit that perfect intersection of a recruiter who cares or might possibly have a position that fits your résumé. Most of the time, they listen to you, ask a bunch of questions, get your hopes up, and then DISAPPEAR. A little less frustrating than sites, but my clients do complain.

## NETWORKING/CONNECTING

A bit harder and less frustrating than the other two, this forces you to get out to mix and mingle with people at events, at industry meetings, and with past colleagues/friends. Reaching out and frequently connecting with many people is vital to a healthy job search.

## TARGETING KEY PLAYERS

The most difficult, but the least frustrating. I instruct my clients to reach out to key players in their industry, get their attention, set up a lunch/coffee, and meet. This is how most executives get their job and most people never do it this way. Key players are ALWAYS looking for new hires — they just need to meet you.

# 6

## TRACK YOUR TIME.

**Time will start to fly so quickly.** Before you know it, six months has flown by, your severance package is depleted, and you're now digging into savings.

**You don't want that.** At work you keep a tight schedule — continue that practice at home.

**Time-block every minute of your day:**

- When you get up, shower/prep time, working out
- Your appointments
- Your travel time (to and from places)
- Research time
- Phone calls, interviews, etc.
- Personal time (shopping, picking up kids, etc.)

**The more rigorous you are about tracking ALL** of your activities, the more you will accomplish and the faster you'll get to your goals.

**It will also allow you track your progress** and see that you're doing everything you can to find that new position. This is a healthy self-esteem practice you'll need.

## ACTION STEP

Read my article: [Be A Time Management God](#).

# 7

## BE A BILLBOARD.

If you're selling a product, you have to market and advertise it to the masses.

I instruct all of my clients to begin to write short articles (half to one page, no more) on where their industry is going. They can then post them to their LinkedIn profile as a LinkedIn Pulse Post.

Why should you do this?

1. **It forces you to think strategically** about your industry and where it's going. That will be a question during your interview — so prepare for it!
2. **It forces you to research deeply** into various niches that you never had time for while employed.
3. **It broadcasts to potential key players**, recruiters, and employers that you are an authority on this topic (you do know about it) and it will catch their eye.
4. **Hopefully, you will use key terms** in it that will become valuable keywords when these people search for people like you.
5. **Finally, it's something you can talk about at your interview:** THEM: "So what have you been doing lately?" YOU: "I just wrote an in-depth article on how our industry will radically change in the next five years." THEM: "Tell me more."

## ACTION STEP

Hit the library and research new areas/changes in your industry. Write about them. Want to learn how to post on LinkedIn? [Read this.](#)

# 8

## LOOK AT YOURSELF.

**Selling a product?** You have to have a label and packaging that fits in and stands out at the same time.

**How old are your clothes?** Pick up a fashion magazine and see what colors and styles are in right now. Walk through a few men's/women's clothing stores (higher-end) and see what their promoting. Don't forget about your footwear!

**How old is your hair style?** Take a hard look if you've stuck with the same style for over 5-10 years (I have an excuse). Even though I'm bald, I still play with my sideburn length and facial hair. Keep it up to date. Do you need a color? (Men too!)

**How old are your glasses?** This is where I have to talk to clients and have them update their frames. Get rid of old and welcome in the new frames — it's amazing what a significant change it makes.

**Check your accessories.** Tone down the excessive jewelry, the bracelets, rings, and watches. Keep it simple — one necklace, one bracelet, 1-2 rings. Keep the obvious piercings to a minimum.

## ACTION STEP

Grab a trusted friend and let them mercilessly critique you. They might say something that you would never notice.



# 9

## ORGANIZE & TRACK EVERYTHING.

**New to this?** Since many people aren't really good at searching for a job, they probably don't have a good system for organizing information, leads, connections, and ultimately tracking it to their schedule.

**Keep all of your contacts on an Excel spreadsheet.** As you bump into a lead or target a key player, put them on your spreadsheet. List all of their contact info, when you connected with them, and most important of all, what is the next step. Feel free to mark them hot, warm, cold and move them around (but never delete them!). One of my clients used the traffic signal light process - Green (in play), Yellow (caution), Red (dead or on hold).

**If you do get an interview, then your contact gets their own folder.** Add researched information, additional contacts, company performance, etc. to help you develop a deep dossier. This will help you understand their situation and help you during meetings and interviews.

**Move all their contact information virtually too** — so if they call you, you can immediately know who it is and you can prepare. Also — answer the phone with your name — always. Don't ever answer "Hello?". You are running a business — a job search business.

## ACTION STEP

Check out [this book](#).

# 10

## BE BOLD.

**Don't let your fears hold you back.** When we lose our job, our self esteem takes a huge hit. We tend to overthink, hold back, and not take action.

**You need to BE BOLD in everything you do.** Ask for forgiveness, never ask permission. Step up and introduce yourself to key players.

**Take charge of your life.** So many people think negatively about losing their job.

**This is a wake-up call for your career.** You should position it as an opportunity to get a much better job. More opportunities, more fun, better boss, great people to work with, beautiful location (that has a shorter commute), and a LOT more money!

**Take chances.** When we are employed, we rarely take chances for fear that we might make our boss mad or even worse, lose our job. If you see an opening, take it.

**Push yourself.** Don't wimp out. You cannot allow any inertia to happen. Take action. Taking action — any action — is better than nothing. You move forward — and if it isn't the right direction — you can course correct instantly.

## ACTION STEP

Buy [this book](#).



## IF YOU LIKED THIS EBOOK . . .

You might want to have a conversation with Rich.  
You really don't have anything to lose. Why?

If your having trouble finding that new job, a complimentary coaching session with Rich is for you. He's coached and ran workshops for thousands of people just like you.

During your free session, we will review your situation, goals, roadblocks and Rich will give you focused, strategic advice.

Rich **GUARANTEES** two things will happen during our time together:

1. You'll be coached by a professional who knows your situation.
2. You'll walk away with at least one significant breakthrough.

**GO TO:** <http://richgee.com/contact-2/>

Rich's team will connect with you within 24 hours to schedule your free phone session. Rich's schedule only allows for one complimentary session each week. In other words, they go VERY quickly. **So do it today.**

**RICHGEE**<sup>TM</sup>  
NO EXCUSES. MAKE IT HAPPEN.

Copyright © 2016, Rich Gee Group. All Rights Reserved.



## Copyright Info

The Rich Gee Group owns the copyright for this document and all its contents.

This document should be considered private and confidential and may not be shared with any third party without the prior written permission of The Rich Gee Group.

This work is licensed under the **Creative Commons License**.  
To view a copy of this license, visit [creativecommons.org](https://creativecommons.org).



If you want to share or distribute this work:



**Attribution.** You must attribute this work to The Rich Gee Group. Be honest!



**Noncommercial.** You may not sell this work or use it for commercial purposes.



**No Derivative Works.** You may not alter, transform or build upon this work.

## Any Questions? Contact The Rich Gee Group.

Call: 203-500-2421

Email: [richgee@richgee.com](mailto:richgee@richgee.com)

Or visit our site: [www.richgee.com](http://www.richgee.com)

It's that easy.

Copyright © 2016, Rich Gee Group. All Rights Reserved.





# GET THE JOB

10 TIPS TO GET  
YOU HIRED IN  
90 DAYS.

**RICHGEE**<sup>TM</sup>  
NO EXCUSES. MAKE IT HAPPEN.