

## Introduction

This book is not a novel. There are no characters but yours. There are principles that I will be communicating to you in the form of a plan that you can implement in a step-by-step fashion. We'll be doing exercises and working on ideas so think of this book more like a workbook. It's a journal of change and focus that you are going to write. It'll make all the difference in your life.

For a reading of this book to be successful, you'll have to do a little work. You're going to be taking a class. I'll be instructing you. You won't hear my voice speaking to you. You'll hear your voice reading my words. My lectures consist of ideas to help you find a job. Since I normally teach electronics to young adult males, I address this topic from that perspective. The principles and ideas I present apply equally well to everyone. I'll be asking you questions and testing you. I'll be assigning you exercises as if you were in school. You can use the space I've provided for you or use your own notebook to write your answers down.

To get the most out of the lessons, you'll need to attempt the exercises. I would suggest that you purchase a stenographer's notebook whose pages flip over the top. Label the start of a new exercise with the name of the exercise and the date you began it. It can become a journal where you note what else is going on in your life, accomplishment, and other ideas that might flash through you mind as you work on the exercises. The information derived early on is used in later exercises so don't skip anything. Answers you provide may be quite useful when you prepare your resume. It may take a while for you to complete the book. When you do, you'll be well on our way, secure in a career path that will make you a happy and successful person.

Reading this book and completing the exercises is like taking a special class because you are my only student. And you have the luxury of going over every word carefully to extract every bit of meaning out of what it is I'm saying to you. My chapters are not long because I am not going to talk you into a job; once I think the point is made, it's time to put it to work. If you consider the exercises as a workout, you are getting in shape for your job. For this book to have the maximum effect, you must write your answers down to the exercises. If you are haphazard or vague, the technique of self-direction will not work as well as is possible. The plan presented in this book will assist you in your job search because you are going to personalize it. So, pay attention, I'm going to be offering some very good advice. You will be happy you bought this book.

Perhaps you are interested in a promotion? There are different types of job changes: lateral move, territorial transfer, or a promotion. The preparation to make that move and put your name forward is much like applying for the same job from outside the organization. All the principles covered for finding a job apply toward getting a promotion. The key for a promotion is to stand head and shoulders over your co-workers but for a smooth transition the support of your co-workers is essential.

This book is my effort to assist those that want or need a little more help in their job search. Not everyone can process the information at the same rate, but everyone can reach a level of understanding that will put their world in a better perspective. On the website, [www.findingajob.net](http://www.findingajob.net), I have established means for you to attend lectures in person or via video conferencing. Personal consultation is another option you may want to pursue.