

Take Time to Regroup After Being Laid Off or Fired

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by Cathy Harris

Take time to regroup after being laid-off or fired. Unemployment can be extremely stressful whether you knew about the lay-off or termination or it was a surprise to you. So it's best to take time to regroup and recover. Take care of yourself by getting plenty of rest, exercising and eating healthy. You will need your energy once you regroup and concentrate on your next step.

While you are regrouping, however, the bills can't wait. So go over your budget and find out where you have been spending money and where you can cut back.

Be realistic about future plans in case you don't have funds coming in right away. Some of the questions that you need to ask yourself are: 1) Do you have money saved? 2) What bills do you have to pay and which bills can you put off for now? 3) Do you have a 401K, Thrift Savings Plan (TSP) (www.tsp.gov) in the federal government or some other retirement plan from which you can draw funds? This could carry you for a few months, but not forever. During this time, you need to be realistically thinking about your future.

If you are single, can you afford to stay where you are? Do you need to move in with family members for now? Stay positive and realize tough times mean tough choices. Stay focused on what you really need to do.

You might want to write down a plan of action. Writing things down makes them real. Writing things down also keeps you on track.

When you try to get back into the workplace, knowing someone on the inside is often the key to gaining employment again. Use word-of-mouth advertising to let people know you are seeking employment. Ask family and friends to inform others that you are seeking employment and what types of jobs you seek.

Be sure to put together a dynamite resume. There are many books at the library and in stores that will guide you in developing a quality resume. However, don't flood the job market with resumes. Put together a different resume for the different fields that you will be applying for. Focus and conduct research on select companies and send out one or two resumes per week. Learn all you can about your target companies. Find out the names of their officers. Then, and only then, send a resume tailored to exactly what the opening calls for. Be sure to include a cover letter with the resume. A good site on writing cover letters is www.resumeedge.com

Many employers accept resumes online, and some accept resumes online only, so get access to the Internet at home, a relative's home, library, church, job, community center, or some other place.

Monster.com (www.monster.com) is one of the largest and most popular job search sites on the Internet. They accept resumes online and forward them to employers, so sign up and submit your resume to this site. You can find other career links at my webpage www.discrimination101.com/careerlinks.html

Be confident when you attend job interviews. Prepare for the different interviews and ask the interviewer questions about the job and the department. Remember this is the time to be assertive and demonstrate your knowledge about the company from your research.

Nowadays temporary agencies also called staffing agencies might be your only choice. The disadvantages of working for temporary agencies are that you aren't entitled to receive company benefits such as health, dental or life insurance. If you are a good worker and build a good relationship with the companies at which you are placed, they may offer you permanent employment.

Now might be the time to go back to school. You might need to get trained in another field. Even if financial aid isn't available to you, you can still take trade classes or college courses. These classes are really inexpensive at community colleges especially at night. Also, the employment office offers free courses on how to sharpen your skills or get your GED.

Try to seek out new skills as soon as possible. Now might be the time to tap into your other talents. Remember, we all have other skills so think realistically about what else you can do well. It's always good to seek out mentors and other experts for help and guidance in any field you wish to explore.

Opening your own business is always the best choice. Start working today either part-time or full-time on the business that you want tomorrow. Go to the Small Business Administration (www.sba.gov) to learn what it takes to open your own business.

The Small Business Administration (SBA) has an organization called SCORE (www.score.org) through which counselors and retired business people provide free information on opening your own business in any of these business structures: 1) Sole Proprietorship 2) Partnership 3) Limited Partnership 4) Limited Liability Company (LLC) 5) Corporation (for profit) 6) Nonprofit corporation (not-for-profit)

Try to talk to a tax attorney who might be a friend or family member about your tax responsibilities with each business. This will help you decide which type of business to open.

The SBA also offers small business classes. Many of these classes are very inexpensive and offer great information on starting and running your new business.

Never ever stop networking. There are chambers of commerce, business leagues, business networks, and business resource centers in many cities which will provide you with plenty of information, so never stop networking.

Try not to become isolated. So often terminations and/or the loss of a job make people become isolated. Sometimes they resort to unhealthy habits such as excessive drinking, prostitution, or selling drugs. Do yourself a favor and don't become isolated. Continue to stay positive and interact with people.

Cathy Harris is available for Lectures, Seminars and Workshops. This article is an excerpt from her recently released book ***“How To Take Control of Your Own Life: A Self-Help Guide to Moving Forward”*** (www.HowToTakeControl.com) You can order the book off her website at Angels Press, P.O. Box 870849, Stone Mountain, GA 30087, Phone: (800) 797-8663, Fax: (678) 254-5014, Website: <http://www.angelspress.com> Email: info@angelspress.com You can also order the book on Amazon.com or in Atlanta at Oasis bookstore, Medu bookstore, Nubian Bookstore, Wisdom Hut bookstore, Call to Conquer II Bookstore and Beyond Your Ordinary Bookstore.