

BOSSED UP

# Getting Organized

FOR THE JOB SEARCH

**Job Cast**  
by **indeed**

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# get to know **BOSSSED UP**



## **EMILIE ARIES**

Emilie Aries is a speaker, podcast host, author, and the Founder & CEO of Bossed Up, an award-winning personal and professional development community where she helps women craft happy, healthy, and sustainable career paths.

Her new book, [Bossed Up: A Grown Woman's Guide To Getting Your Sh\\*t Together](#), serves as a practical roadmap for women who want to set themselves up for sustainable, long-term career success and step up as the boss of their lives.

## **BOSSSED UP**

Bossed Up helps women craft happy, healthy, and sustainable careers.

Through powerful in-house training, online programs, and our signature leadership development weekend, Bossed Up Bootcamp, we bring women together to provide research-driven, interactive training that helps accelerate their ascent.

## **HIRED:**

### **A JOB SEARCH ACCELERATOR**

The modern job search requires a new set of skills. Join Bossed Up's Founder & CEO Emilie Aries to learn how to advocate for yourself throughout the vulnerable, tumultuous process that is today's job search.

**JOIN US**  
[bossedup.org/gethired](https://bossedup.org/gethired)



## **BOSSSED UP PODCAST**

Emilie Aries breaks down career conundrums with expert interviews to help women navigate career transition and step up as the boss of their careers.



**@BOSSSEDUPORG**



## WORKSHOP EXERCISE

LOVE. LOATHE LEARN

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What did you **love** about your last job? What day-to-day tasks or characteristics did you enjoy?

What did you **loathe** about your last job? What tasks would you delegate to someone else?

What would you like to **learn**? What skills would you like to develop?



## **WORKSHOP EXERCISE**

### CAREER CRUSH

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Identity 1-3 people that you have a career crush on.

1

2

3

What is it about their career path that makes you admire them?

What symbols of success do these folks have that you don't right now?  
What do those symbols represent to you?

What else do these folks have in common?



## MIND THE GAP

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What are the skillsets that they have, that you still need to learn?

What are the first steps you can take to bridge that gap?



## **WORKSHOP EXERCISE**

### JOB SEARCH CHECKLIST

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Clarify my direction

- Articulate my goals

- Identify my audience

Organize networking outreach into spreadsheet

Begin networking

- Send outreach emails

- Schedule 1:1 meetings

- Conduct informational interviews

Edit my resume

- Get feedback

Write a cover letter template

- Get feedback

Audit my social media

- Polish my LinkedIn profile

- Snap a great headshot

- Write a concise career summary

Check job postings DAILY

Apply to at least 1 job DAILY



## **WORKSHOP EXERCISE**

### MY MORNING & EVENING ROUTINE

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What re-energizes me?

- Reading a book
- Watching TV
- Going for a walk
- Dancing to my favorite tunes
- Running/Jogging
- Talking with a loved one
- Playing with my pet
- Video games
- Plants
- Yoga
- Being in nature
- Meditating
- Skincare
- Taking a bath/shower
- Playing music
- Quiet time

What else?

How can I incorporate these rituals into my morning routine to set myself up for success?

What can I do to wrap up the day and wind down for a good night's sleep?

If I made a daily MUST-do list for my personal sustainability throughout my job search, what 3 things would be on it?