

IN THE
LOOP
OF A FLOURISHING CAREER

...

Chapter 11

Resource Pack

On the following pages you will find the exercises from Chapter 11 of the book
In the Loop of a Flourishing Career by Katherine Street

24 Hour Job Interview Preparation Plan

| | ACTION | ✓ |
|---------------------------------|--|---|
| 24 hours out, or the day before | Stop reviewing your notes. Impose a moratorium on swatting. | |
| | Connect with and review the values that are important to you. | |
| | Notice and reframe anxious/stressed thoughts as excitement. | |
| | Get your body moving. Do some exercise, but don't exhaust yourself. | |
| | Refrain from electronic devices 2 hours before bed to aid sleep. | |
| | Go to bed early and get a great night of sleep. | |
| The morning of | Intentionally tell yourself you are excited, and keep telling yourself this. | |
| | Play upbeat, positive music loudly and as often as you can. | |
| | Get 20 minutes exercise in the morning of the interview. | |
| 1 hour out | Go for a walk listening to upbeat music. | |
| | Remind yourself of your important personal values. | |
| | Start your intentional self-talk. | |
| In the countdown | Clear your mind and continue clearing it. | |
| | Focus on breathing deeply and slowly. | |
| | Intentionally expand your body. Power pose. | |
| | Smile to yourself. You are going to be fabulous. | |

Physical Appearance Plan

| ACTION | ✓ |
|---|---|
| Get a haircut | |
| Check your interview outfit for fit and good repair | |
| Polish your shoes | |
| Trim your fingernails | |
| Attend to facial hair | |
| Where possible cover tattoos or socially unattractive skin blemishes | |
| Remove or conceal body piercings that could be misconstrued | |
| Take care of strong body odour, both unpleasant and pleasant | |
| Protect against sweat | |
| Check your breath | |
| Check teeth for food remnants and your nose for crust (gross, I know, but you would be surprised) | |
| Others particular to you | |
| | |
| | |
| | |
| | |

Test Your Plan

Date ___/___/___

Give your 24-Hour Job Interview Preparation Plan a couple of test runs before you really need it so you can refine what works best for you.

1. Identify an event you have coming up that is a little more high stakes than normal. For example, giving a presentation to your co-workers, a performance meeting with your boss, meeting with your children's school Principal...
2. If you don't naturally have a high stakes event coming up organise one for yourself. For example volunteer to run some training for the volunteer group you are involved with, ask your boss to give you feedback on your performance, decide to finally have that difficult conversation you have been avoiding...
3. Prior to the event put your 24-Hour Job Interview Preparation Plan into action and notice the difference it makes to how you feel leading into the event.
4. Do this three times.
5. Using a 1 to 10 scale, with 1 being low and 10 being high, record the impact the plan has in terms of your levels of anxiety, excitement, competence and enjoyment during the event.

| | ANXIETY | EXCITEMENT | COMPETENCE | ENJOYMENT |
|------------------|---------|------------|------------|-----------|
| Event 1 Date: | | | | |
| Event 2 Date: | | | | |
| Event 3 Date: | | | | |