



The Reuben Hoar Library

Serving Littleton since 1887

Littleton Job Seekers

41 Shattuck Street Littleton, MA 01460 Couper Room 2:00 - 4:00 January
2012 Schedule

January 5, 2012

Goals + Action = Success! by Janice Nowicki

Janice will be using the book "*Stop Dreaming & Start Doing*" By Annette Richmond, MA.

Overview of what a **Career action Plan** is and the steps included in developing one.

Focus specifically on the Goal Planning Step using the **SMART** approach in determining career/employment goals.

- **S** Specific: identifying exactly what it is that you want to accomplish. This will help you to plan the steps that lead to accomplishing that goal.
- **M** Measurable: Goal should be concrete enough that you can see as progress is being made.
- **A** Attainable: set your goal so that it is slightly out of immediate reach but not so far that there is little or no hope of ever achieving it.
- **R** Realistic: time to think practical about what it is you want to achieve.
- **T** Target clear objectives that help you stay focused

January 12, 2012

Resolutions to Reality! The New Science of Achievement! by Jackie Woodside

The New Year is such a powerful time to re-evaluate your life and the direction you are taking. Do you feel it is time for some change? Are you ready to take your life to the next level? Do you know that you are called to do more and live a life of greater meaning and purpose? If you feel this way, you are not alone. This year really could be the most powerful, most successful and happiest year of your life! But not by doing more of the same. If you want to begin looking intentionally at the year in front of you, this is the workshop for you! "Resolutions to Reality" will provide you with step-by-step guidance to create 2012 to be exactly as you want it to be - full of possibility, passion and purpose. You will receive guidance, inspiration, tools and skills that will propel your life forward in new and exciting ways. Give yourself the gift of time to have 2012 be the year where you turn the tide on how you live your life and fulfill your purpose.

January 19, 2012

Open discussion and Extemporaneous Public Speaking by Cindy Filipe

Bring your needs and leads and join our job search discussion. After our open discussion we will practice our value statements and practice some fun extemporaneous public speaking.

January 26, 2012

Getting the Job You Want in Any Economy by Clare Harlow

Are you looking for work or worried that you may lose your job? If so, do you know what your interests and skills are and how to transfer them into opportunities? If not, you may be overlooking jobs which would be fulfilling and which you might enjoy! If you've been laid off, you're not alone. Why not take this opportunity to reassess your priorities, rediscover your interests, and perhaps reinvent yourself? We'll also discuss alternative ways to find work and which ones work best.