

## WHAT'S IN YOUR TOOLBOX?

### 1. NETWORKING.

Start networking when you don't need it (that means now) and sustain it as a regular process. It is much easier to ask for help when that is not your first contact. It also gives you the chance to help someone in their job search efforts or with other needs before you need to ask for help from them. Never forget that any form of paying it back is vital to Networking.

Build a support system that you can tap into personally and professionally. It does take a village and networking is a powerful tool. Build a schedule for staying in contact with people. We're all very busy with our jobs and families. A schedule and an accountability partner will keep you focused on sustaining the networking process.

Be active in ACC and other lawyer groups. There are a lot of great people in ACC. They are a great resource for finding jobs, for improving your networking skills, and for helping you get your foot in the door on jobs that you find that are posted online. Be active in your Function and Expertise Networking Groups. See for example, <https://careerdfw.org/J/groups/professional-groups.html>

### 2. READ, WRITE, SPEAK

Read for your own learning, and also to share with others (when you hear about someone's issue, you can refer them to a business case from a book for solution). Include business books in your reading. Show that you do more than "law".

Read for Job Search: Acing the Interview Tony Beschera, Get Hired Now!: A 28-Day Program for Landing the Job You Want, by CJ Hayden

Speaking engagements and publishing gets your name out there, is material for your resume, and shows you are a subject matter expert. Examples: blogs, articles. ACCDocket.com accepts submissions from inhouse attorneys; they publish an editorial calendar;

### 3. FOCUS ON THE FUNDAMENTALS

The fundamentals must be there. Make sure you provide solid, quality legal work; putting in the time and being thorough; achieving excellent results.

Stay Current with Professional Development and Impressive Achievements. Companies are paying top compensation for lawyers and expect and deserve excellent results. Lawyers are a commodity and must provide top value. The best way to get and keep a job is to offer this value and consistently achieving great results.

Build a support system within your current company that you can tap into personally and professionally. Internal networking is a powerful tool to elevate your performance from task base individual work to being a valued team member that achieves results not just in your functional area, but more significantly for the team and you will be sought out to work on more matters and be provided with more opportunities when they arise.