



## **A Workshop**

**To Look At My Employer,  
The Person In My Shoes,  
And the Perfect Job Manual**

**Super Critical First Steps To  
The Job Search Process**

**By James Curtis**

## Introduction

**The time clock and paycheck have almost become the blood and bone in our daily existence. In subtle ways we've put them on our throne of worship. This we do in the sight of our Heavenly Employer that reminds us many times He is a Jealous God; the one and only Giver of life, love, and leadership.**

**This is a resource to help give God His rightful place in our lives, labor, and love. Everything worth having requires work, sacrifice, and obedience; obedience to His majestic plan for each of us. His plan is written with His blood in His Word.**

**We need to put our **worship of the time clock** in the back seat and put in its place a dashboard sticker that shouts:**

***...and God said...***

**These lessons are small to allow partnership with Hands-On Labs.**

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Job Search Jitters Workshop  
**Job Search  
Jitters**

**Workshop Outline**

1. Am I Alone? – Been There Done That
2. Volcanoes and Merry-Go-Rounds – I Want to Change
3. Smell The Flowers – God’s Provision
4. Study to Be Quite – Cool It!
5. Workplace Roots – Job Market Changes
6. Personalized Caring Help – Bible and Its Author
7. Eat and Rest Wisely – Satan’s Dirtiest Tricks
8. Inventory Control – Taking Stock of Self
9. Be Your Own Employer – Have a Plan
10. Till The Paycheck Comes – Mentoring
11. High Profit Job List – Concern for Next Generation
12. Appendix

*And ye now therefore have sorrow: but I will see you again, and your heart shall rejoice, and your joy no man taketh from you. And in that day ye shall ask me nothing. Verily, verily, I say unto you, Whatsoever ye shall ask the Father in my name, he will give it you. Hitherto have ye asked nothing in my name: ask, and ye shall receive, that your joy may be full.*

John 16:22 Full would be ‘running over’

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### Lesson #1 - Am I Alone?

*I lost my job !*  
of one score plus two.  
Friends said, "Don't smile  
you should be blue."

What will you eat?  
Where will you sleep?  
The family you love-  
their souls to keep?



**Black**

#### **Friday**

It's been many years since I wrote these beginning verses with my heart full of questions. For months my workplace friends and I would ask each week, "Will I get it this Friday?" Each day the work atmosphere felt heavy like we were working in a small gloomy cave with little promise of tomorrow's food, hope, or family happiness.

On my 'Black Friday', exactly twenty two years from the day I was hired, we were told to get our coats and go with the group that was forming in the company lobby. We were to be taken by school busses to the nearby empty movie theater for special company news. Sitting in seats built to entertain their occupants, we were told we were terminated immediately. The fancy-named reason was 'down-sizing to remain competitive'. As we left the theater 'hatchet meeting' we were commanded to forfeit our company security badges and pass keys. Our passwords and login settings for technology had been reset before we even reached the movie theater.

In one sense, it was a relief to know the workplace gloom was now over. We were sort-of free.

Church friends would say, "...Bible says to be joyFULL !" (The Bible tells this in John 16:22.)

As part of our termination process each of us were to report to the gate shack in four days at which time we would be escorted by security guards to our old work area to have our tool boxes searched, sealed, and then to retrieve our personal property.

The questions back then continually chased each other in my head:

1. What things have I done wrong?
2. Why is God whipping me to shame before my family and friends?
3. How am I going to find a job at 52 years old? Or
4. How can I get a job to gain experience if no one will hire me without experience?
5. How do I explain that overqualified employment is better than unemployed?
6. Preschoolers probably know more about online job searches than I do...

Questions that pester me: (list some)

7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Take comfort right away  
in seeing God has  
promises all ready for  
you to claim.

With an attitude of trust,  
your first job is to open  
your mind and heart to  
His desires to lead you  
from despair to delight  
and devotion to Him.

Move your sight from  
the timeclock to the  
One Who created  
time and eternity.

Things get done more easily when we make a to-do list. We can decide which items need to be done first. Our list of employment questions gives us a visual systematic way to start dealing with our questions. It's like we're shopping for answers. Confine your list of questions to the left half of the paper. God will supply His answers to the right half.

It wasn't long before we realized that Volcanoes and Merry-Go-Rounds were just around the corner.

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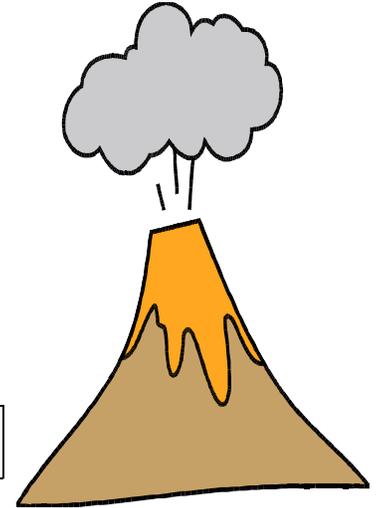
### Lesson #2 - Volcanoes and Merry-Go-Rounds – Attitudes

#### Volcanoes

We often hear that the human soul can only tolerate fear for a short time before it erupts outward as anger like a volcano with deep beginnings. Some folks aim their volcano anger at the walls, other people, or maybe even at God. We ask God why He's treating us this way; after all we've been church-goers and seem to be making the preacher happy.

Ultimately our heart asks the question asked around the world,

**“Why Does God Let Bad Things Happen To Good People?”**



Almost everyone has heard this question asked, and maybe even asked it yourself. Part of the answer is trusting God to decide for us, what actually is ‘Bad’.

We'll see some glimpses into the proof of His love as we continue...

#### Merry-Go-Rounds

One of the first steps to getting where God wants us to be spiritually and physically is to decide we want to **STOP** trying to catch the merry-go-round's brass ring. We decide the flashing lights and the blaring tune called, “work till I drop” is futile and not what God has for us at all. We must get off this dizzying merry-go-round. Even the name MERRY-go-round is rather contrasted to those who let themselves continually go around in the frustrating downward spirals of what-if's and how-am-I-going-to's?

We need to drive a stake in the ground saying we've had enough of the stress and frustration of being the lone provider for our family. The tranquilizers and trips to the blood pressure specialists must cease. The volcano must cool down and the merry-go-rounds stop and not get back on. Our paycheck/time clock is on our life's dashboard – always before our eyes when it should be in the back seat – but definitely not in the trunk!

Besides volcanoes and Merry-Go-Rounds, what other objects can you list that picture the turmoil and pressure in your heart and mind? Include with each item some way you know of, to get off or turn them off.

1. \_\_\_\_\_ Get/turn Off: \_\_\_\_\_
2. \_\_\_\_\_ Get/turn Off: \_\_\_\_\_
3. \_\_\_\_\_ Get/turn Off: \_\_\_\_\_
4. \_\_\_\_\_ Get/turn Off: \_\_\_\_\_

#### Let's Be Honest

Some folks don't want to find God's place of peace and purpose in them. The real need is for you is to ‘put-it-in-writing’ that you believe God has the power, greater than volcanos, to bring peace to your heart and a plan for you and your family. Though you may not know how yet, if you desire that peace in trusting God's promises for your life sign your name here:

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### Lesson #3 - Smell the Flowers – See God’s order, control, and provision especially salvation

Using bulldozer actions and attitudes to ‘dig out a paycheck’ just uses a lot of time and gas. It moves dirt piles from here to there with a lot of noise, dust and smoke; all the while precious time is being handed to Satan ready to throw gasoline on your fire from within.

So taking the proper first steps are super critical to keep from finding yourself at the bottom of a pit. It’s quite handy as humans to be able to step back, look for the color, calm, and comfort that God has set before us, around every corner. Get a clearer picture of God’s design and dealings with all that He has created (me included). Taste some of nature’s calm and color. But also be reminded that in spite of wars and man’s wasteful use of the environment, God is still in control. These are some very important signs for us to get on the right road and stay on it.

Whether you are looking for employment in flower arranging or driving a bulldozer, it’s imperative to set aside some time each week. Or maybe even each day, set aside some time to survey some of the boatload of beauty, provision, and power God has for you. Choose a quiet spot where nature can be easily observed; it could be a window near a bird house, or a stream. Some folks might prefer a shady spot to observe animals grazing in a meadow.

There’s critical reasons He has done this. He tells us each time we open our eyes that He wants to be to us all that a Heavenly Parent would want to be. More than that, He wants to treat us as being super special; almost as though we were His only child... sounds good? Right?

The irrefutable evidence of His love for us was shown to the world in every generation by His death on the Cross for our sins. Specifically, He shed His innocent blood, according to prophecy, to pay our sin debt so we could be accepted into Heaven eternally. At the end of this book, there are simple A.B.C. steps to accepting Christ as Savior.

This workshop is based upon the Bible – God’s Holy Word. The Bible teaches His promises and paths for us to experience everyday inside joy and everyday outside joy that is FULL and lasting. But this is only possible if we now or have already invited Jesus Christ into our hearts telling Him we want Him to be our Lord and Master as we strive to follow His Will.

One of the most quoted scriptures in every age is Psalm 23:

The LORD is my shepherd; I shall not want. He maketh me to lie down in green pastures: he leadeth me beside the still waters. He restoreth my soul: he leadeth me in the paths of righteousness for his name’s sake. Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me. Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the LORD for ever.

Now go back and read the Psalm again, a little slower.

List the terms and God’s promises in the Psalm that speak to your heart.

1. \_\_\_\_\_ why \_\_\_\_\_
2. \_\_\_\_\_ why \_\_\_\_\_
3. \_\_\_\_\_ why \_\_\_\_\_
4. \_\_\_\_\_ why \_\_\_\_\_
5. \_\_\_\_\_ why \_\_\_\_\_
6. \_\_\_\_\_ why \_\_\_\_\_
7. \_\_\_\_\_ why \_\_\_\_\_
8. \_\_\_\_\_ why \_\_\_\_\_
9. \_\_\_\_\_ why \_\_\_\_\_
10. \_\_\_\_\_ why \_\_\_\_\_

The shepherd boy who became king, wrote this Psalm. We think of David as the killer of the bear, lion, and giant. But he was also targeted for death by his employer (King Saul), enemy armies, and even his own son was eager to kill him. Read the Psalm again even slower and try to hear David put his heart on paper with hands shaking from the day’s challenges. Can he look up from his writing and tell you; “this is from God’s heart to mine; from my heart to yours.”

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### Lesson #4 - Study to be Quiet

I tell the preteens in our jr church, “Silence!” and “Shhhhhhh”, with a finger across my lips. They have so much energy I describe them as picnic baskets of Plutonium. Quite often for the same reason, the Lord will put a bumper sticker on my heart that He wants me and others to really key in on. I now carry one, “Study to be quiet”.

‘Quiet on the OUTSIDE’ is what most often begs obedience as we

1. SHUT the lips, \_\_\_\_\_
2. SWITCH it off, \_\_\_\_\_
3. SHEW it away, and \_\_\_\_\_
4. STAND still. \_\_\_\_\_

More Importantly to:

5. SEEK ‘Quiet on the INSIDE’. \_\_\_\_\_

But my heart’s bumper sticker reminds me of a bone-deep quiet as in the verse of 1 Thessalonians 4:11:

*And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you; That ye may walk honestly toward them that are without, and that ye may have lack of nothing.*

It says to **STUDY** to be quiet. For me this study takes the action in

1. SEE God’s works, \_\_\_\_\_
2. STORE pulpit truths, \_\_\_\_\_
3. SEARCH the precious scriptures, \_\_\_\_\_
4. SAVOR God’s provision and \_\_\_\_\_
5. SELAH His protection. \_\_\_\_\_

“Selah” is a precious word found almost nowhere except in the book of Psalms.

1. Musicians say it’s to hold or pause the tempo of the song (Psalm).
2. Teachers say it means to stop and review what has just been said, for emphasis.
3. After a tasty meal I like to smack my lips and almost enjoy again what I’ve just been given on a plate.

After each action word grade yourself and note how much time each week you spend “studying to be quiet.” Would improving on them better prepare you to “walk honestly toward...” and “...have lack of nothing?”

Wednesday prayer meeting found me on my knees at a pew and another Christian praying with me. His petitions to his loving Lord included requests for his very tenuous job situation. With some silver in his hair, I’m sure that work searches at this time of his life would be increasingly stressful.

As I prayed with him, I thought of my heart’s bumper sticker ‘Study to be quiet’. I find it exciting in 4:11b and 12, in reading the following words of ‘work’ and ‘business’ and ‘that ye may have lack of nothing’. All this and Heaven too! We encouraged each other after the final amen.

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### Lesson #5 - Workplace Roots

Let's back up and take a look at our workplace roots. Work wise, we should understand where we've come from and how it's still changing. Our God-given inventions in the past have dramatically changed the workplace and the work you will be called on to do.

#### ... Hunter/Gatherers Age.

Man began as a hunter of animals and gatherer of natural growing fruits etc. His inventory of tools was just a few. They were his hands, his brain, and his Creator. He and his family were very nomadic in that they had to follow the herds of animals. His workday was limited by daylight.

#### ... Agricultural Age

When God gave mankind the plow, he became efficient enough to be able to grow enough food for himself AND his neighbors. But now he had to stay in one place. On the farm everyone had tasks they could do. His workday was limited by daylight.

People began settling into little villages and specializing in different trades; one would become a blacksmith, a warehouseman, another a butcher, etc. More often than not, goods and services were bartered (traded) rather than using money.

#### ... Industrial Age

The invention of the **steam engine** in the 18th century was first used to pump water out of coalmines. The people left the farming "family" work team to begin working for bosses. **Electricity** and the electric **light** changed the dawn-to-dusk workday into around-the-clock shift work.

The **telephone** was invented and gave workers the ability to decentralize their businesses. When the **automobile** and the powered **airplane** were invented a business could now ship products and printed information to a wider area of customers. This also allowed parts of the manufacturing processes to be relocated to areas where labor costs were more attractive.

#### ... Technology Age

Then God gave man the desktop **computer**, which allowed information to be stored, searched, sorted, updated, and shared with great ease. The **mouse** and the **graphics screen** made the computer usable to a greater range of people, including the physically challenged. **Barcode** readers have given us an alphabet far easier for technology to input than man's text/numeric characters. Better battery technology gave us the laptop computer and go-anywhere computers.

The **cellular telephone** gives us instant anywhere-anybody communication that now allows a few skilled employees to manage many semi-skilled employees at several job sites.

#### ... Information Age

Technology has allowed us to measure and sense so much more of the natural and man-driven things around us. We are flooded with far more information than we can even begin to assimilate. The **modem** printed circuit board that allows computers to talk to each other and the **Internet** connectivity make even more staggering the amount of data we must sift through.

#### ... Global Age

Many self-serving unions and law firms have pushed healthcare and insurance costs through the roof. Global standardization, communication, and transportation innovations have spurred the migration of manufacturing jobs to countries that still use child labor with little or no quality, meaningful wages, or safety controls.

Even though the job market place now draws from anyplace on the planet, we have unchallenged spoiled generations beginning to look for employment. Example: At a local fast food restaurant my purchase was \$5.50. I gave the teen girl at the cash register \$10. bill. Somehow she messed up the entry and the paper receipt didn't tell her the amount of change I was to receive. She wrung her hands a moment and then called another teen girl. The second girl

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listened to the problem and promptly pulled out her CELL PHONE (calculator) to do the (supposedly) simple math. No doubt there were moments they could have practiced making change instead of talking about rock stars and fingernail polish. I can't imagine how either of these girls can ever expect to own a car or support a family.

Wendy's and McD fast food drive thrus are having so much trouble with late night dishonest employees they have been fine tuning long distance order taking with the help of cameras. At some of the McD drive thrus in Hawaii the person you are actually placing your order with is in the state of California. North Carolina drive thrus don't have enough English speaking employees and really like the remote ordering idea.

### **Listen very carefully...**

#### **In The Broader Sense Employment Has Polarized Into Only Two Types.**

1. Generally low-end positions that are walk in off the street with the attitude 'I need to make some rent or gas money'. They will likely have no benefits, longevity, team-minded employees, or loyal work staff to continue past 3 or 4 paychecks. You and your position can be changed or replaced overnight. The typical employee self esteem will be in the toilet. Your dedicated service will neither be understood nor appreciated.
2. The other type is for the self starter that knows how to manage his/her time and resources which certainly should include God's leading and promises. He/she is a detective in digging out needed training and answers to his own shortcomings and how he can be a benefit to prospective employers, with ongoing determination. This person **MUST MUST MUST** be dedicated to growing more proficient with technology. Rather than being a casual-acting discount store counter sales person, this second type is the driven upbeat salesperson with only one product... self, in light of business goals.

It might be said the choice is to work hard at your employment search process or work at Wal-Mart.

It's super easy to fill page after page painting an ever blackening picture of the job search arena. But when it's all said and done, we're still left with the cold hard fact written in the blood of the Cross:

*Hitherto have ye asked nothing in my name: ask, and ye shall receive, that your joy may be full.* John 16:22

We are to be joyFULL as directed by the same One that promises He listens and delivers. That's what we need, right?

List some jobs that you believe you're willing to work really hard at getting and why:

1. \_\_\_\_\_ why: \_\_\_\_\_
2. \_\_\_\_\_ why: \_\_\_\_\_
3. \_\_\_\_\_ why: \_\_\_\_\_
4. \_\_\_\_\_ why: \_\_\_\_\_
5. \_\_\_\_\_ why: \_\_\_\_\_
6. \_\_\_\_\_ why: \_\_\_\_\_

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7.

### Lesson #6 - Where To Get Affordable Personalized Caring Help

Our help falls into about 4 groups but doesn't fall into our laps:

1. The Lord in His word and prayer

The purposes of Christ in our daily lives:

My Savior = Provider of Salvation, our shelter, food, and safety.

My Lord = The Owner of all I have (landlord)

My Master = Employer, leader, decision maker.

Servant = Example in shoes.

Refer to Computer Grace in Appendix

Read the actual contract in Matthew 6 and repeated elsewhere.

*Wherefore, if God so clothe the grass of the field, which to day is, and to morrow is cast into the oven, shall he not much more clothe you, O ye of little faith? Therefore take no thought, saying, What shall we eat? or, What shall we drink? or, Wherewithal shall we be clothed? (For after all these things do the Gentiles seek:) for your heavenly Father knoweth that ye have need of all these things. But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.*

Let God do His jobs, you do yours.

2. Church staff and professionals

Over and over I have gained solid counsel from my pastor and other church leaders

3. Our own family

It's crucial we always remember our family's support, concerns, and prayer in all we do.

4. Secular

Most notable is the mind boggling library of somewhat up-to-date on-line training resources, potential employer descriptions, and faith-based support groups.

Let's be very careful how we stereotype technology. It has been misused by evil people just like gunpowder, poison, fire, and private information. But we must acknowledge the truth stated in John 1:3... *All things were made by him; and without him was not any thing made that was made.* We have God to thank for technology which also requires that we seek His will in using it in the way He intended.

This ongoing process 'conditions' or trains us to assure God will be our Jehovah Jireh (provider) as we obey His leading.

Christian Job Searches are not 'digging out a paycheck' but finding where HE wants you to serve Him.

5. Review LEARNING HOW TO LEARN in the Appendix.

**Beginning at the top of this page, circle the helps that you've not tried or could try harder.**

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### Lesson #7 - Eat and Rest Wisely

#### **Listen when OUR BODY TELLS US it needs good rest and refreshment.**

Whether we are working or seeking God's place that He wants us to serve Him, Satan uses a couple of his most notorious tricks to derail our use of good wisdom of our body's need for a proper diet and rest.

The apostles of Christ had some busy, almost chaotic, days on their jobs of teaching and doing things for their Master; so much so that they hadn't rested and eaten properly. Let's see how the Lord handled the situation described in Mark 6:30, 31: *And the apostles gathered themselves together unto Jesus, and told him all things, both what they had done, and what they had taught. And he said unto them, Come ye yourselves apart into a desert place, and rest a while: for there were many coming and going, and they had no leisure so much as to eat.*

The Bible then describes a most inspiring lesson of God's rest and refreshment – The feeding of the 5,000+. Do you remember He had them all sit down in special groups (rest)? And then He taught them of His powers of provision by using food (the little boy's lunch). This was no drive-by or microwave lunch.

Because the Lord knows our needs better than we do and has known the ways of Satan far longer, He established working and eating guidelines we must follow.

#### **Watch for Satan's Temptation TRICKS**

Jesus had just been baptized and was now being led by Satan into the wilderness to be tempted. We've learned much about the types of Satan's temptations in Matthew chapter 4 as he misuses scripture while the Lord uses correct scripture like a sword against an enemy. The truth we want to see here is that Satan waited until Jesus had fasted forty days and forty nights, '*...and was afterward an hungred.*' The Lord Jesus blessed mankind in so many ways while taking on a body of flesh and blood. We see Satan desires to destroy all those that don't worship him (Satan)... with weapons as simple as food and rest.

#### **Practice the SCHEDULED rest God created for us.**

Do you find it interesting that God created; He worked indicated by the 4<sup>th</sup> word in Genesis? But He didn't work continually. In fact, He created a day especially for NOT working; but specifically for resting. This 7<sup>th</sup> day 'resting' does not allow for sleeping and watching sports all day but has specific tasks (of refreshment for the whole family).

Does this 'rest' that God created the special day for;

- tell us that our God is not all-powerful (omnipotent)?
- Was He tired or stressed?
- Did He have serious concerns about not being able to provide for man He had just given birth to?

Nothing could be farther from the truth. So why then?

Evangelist **Steve DePangher** reminds us there is a clear biblical framework for understanding work. He says that when we work, we act in the image of God, Who worked (i.e. created), and then rested from work. In this way the RHYTHM of work was created: first there is the beauty and joy of "making and doing," and then a period of resting in satisfied realization of the goodness of what has been made or done; work and rest. This rhythm whose joy would have been the unbroken heritage for mankind if Adam had not sinned and brought down the curse that has caused our working lives to be filled with so many tensions.

We're asking for trouble when we ignore the rhythm that God gives in so many types of work. A really neat example is listed in Numbers 15:30+. God's people learn when not to gather firewood (work) and also about the very first remembrance ribbon (like we put on cars.)

When we neglect the needs of our body in all kinds of work we're showing God and others that our time clock is not in its proper back seat restraint.

How many times in the last 7 days have you eaten an inadequate meal or not gotten the rest you needed? \_\_\_\_\_

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### Lesson # 8 – Inventory Control

In a job search workshop like this it would at first seem quite logical to have strong directions how to prepare your resume. Well, 5 or 10 years ago this would have been absolutely perfect. However the ways that resumes are handled in this day and age has changed and continues daily.

The ‘front door’ filtering of job applicants and applications determines if the seeker has basic technology, investigation, and communication skills with the drive to use them.

In some sense there are hundreds of variations of just two resumes (maybe three);

1. The resume of me – my skills, certifications, contact info, training, current activities and not too much on work history. You’ll be asking for a miracle to expect a computer to scan or an individual to go beyond two pages.
2. The ‘resume’ of each prospective business you’d like to sell your product (which is you) to.

These two resumes must mesh like two hands that come together in a position of prayer.

As an exercise in focus of faith, a third resume would be a powerful help...

Create what you believe the resume of Jesus Christ would look like. As with any resume preparation come back to Christ’s resume and fine tune it. Hint: your name should be included in it.

Can you guess why? \_\_\_\_\_

1. If you are new to computers, or don’t own one, or a connection to the Internet, they are freely available with companion videos and DVDs at libraries, local government employment agencies, schools, churches, and service centers. There are also helpful people that will help with first steps and when the computer does something stupid.
2. Read over the segment in the appendix LEARNING ABOUT LEARNING.
3. As you fine tune your resume try to view it as God would. Thank Him for your skills and achievements. Ask His blessing and leadership for your weak areas
4. Remember the Bible often tells us to remember His past history of His salvation, goodness, and judgment for disobedience.

### **Keeping It Current...**

1. You’ll need to change your resume often and maybe even
2. have more than one version for different types of jobs applied for. Computers are good for that.
3. List changes on paper first. Before you touch the keyboard, ask God to help.  
He’s very good with computer projects.

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### **Lesson #9 – Be Your Own Employer** (till you get another)

#### **“Would I hire me? -- Seriously, Would I hire me?”**

The question is so simple it sounds silly,

Visualize yourself as the employer of you the employee.

A business employer sets goals to build his company (in this case you). An employer expects you to show up rested ready to work on time, focused, and often with creative ideas to make the business better. This is not brain surgery here. Many companies have benefits and stock holders... you are a stockholder of yourself.

Do you remember the fellow wanting to build a tower described in Luke 14:28? He teaches you and me two very crucial job lessons. (1) Prepare ahead – count the cost and (2) Others are watching us achieve or fall on our faces.

Imagine yourself as an airline pilot. In considering the coast to coast flight you notice the name of your wife and children on the passenger list. Do you care enough to take charge of your own responsibilities? Answer carefully as the lives of loved ones are at risk.

#### **Procrastination Illustrated**

Jerry hurriedly drove his wife across town only to abruptly pull into a parking space pointing to a large store window sign. “Look honey, baby beds on sale; I’ve procrastinated long enough,” he said opening the car door to get out. She exclaimed in a desperate tone, “Do this later! When we left the house my pains were already 4 minutes apart!!”

Neglecting or putting things off are good indicators of bad time management. Pray often and SPECIFICALLY. Prayer is powerful but often needs hands and feet actions.

Picture yourself seated in a pricy car, favorite CD’s ready to entertain, a full tank of gas, the most accurate maps, and beautiful weather. There’s no reason to put the keys in the ignition unless you know (1) where you are, (2) where you want to be, and some (3) plan how you’ll get there.

**Establish measurable goals.**<sup>1</sup> For example, block out the hours you've committed to the search and identify what you plan to accomplish. If you set 9-11 a.m., Monday, for library research, your goal could be to identify 10 new employers you can pursue. Tuesday's goal could be contacting the 10 new employers you identified Monday. Tuesday, 1-3 p.m., may be scheduled for making direct telephone contacts. Be realistic, but challenge yourself.

**Create an area** in your home where your entire job search is centered. This will help you feel like looking for a job when you're in that area. If you keep all your job search equipment, supplies and information there, you will stay organized and ready to look for work.

**Check your progress** at the end of each day and week. See if you accomplished your goals. When you do, commend yourself and decide if you can set tougher goals next time. If you didn't accomplish the goals, explore why and decide what you need to do to succeed in the future. Maybe your goals were not realistic-- you tried to do too much. Learn from this and plan more realistic goals for the future. It may be a good strategy to involve someone else in your search. Talk with a trusted friend; give them permission to hold you accountable to your plans. Attending a job club would also enable you to discuss your job search with others.

Don't be naive enough to waste time with newspaper or news magazine help wanted ads. Most newspapers post their positions on their websites DAYS before they appear in print or at the unemployment office. Job searches on the couch during commercials will yield some very hungry mouths at your supper table.

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<sup>1</sup> From [www.deed.state.mn.us/cjs/cjsbook/prep1.htm](http://www.deed.state.mn.us/cjs/cjsbook/prep1.htm)

## Job Search Jitters Workshop

### Lesson #10 - What to Do till the Paycheck Comes –

Whether a person is employed or not, in this country or another, he has a deep unquenchable commitment to seek God's truths and trust Him as Lord and Savior. Notice I didn't say "WORK" for God's truths. A new Christian has a three-fold primary mission:

1. Search the scriptures daily ever-learning God's methods/requirements for His 'employees'(that's you & I).
2. Spread the Gospel starting where I'm at.
3. Strengthen the saints (that's my fellow laborers in the Lord).

Pray for your (possible) employer that God would lead him. We too often selfishly focus on ourselves and our presentation. What do you learn from these scriptures: Psalms 123:2 and Proverbs 25:13?

### Disciple Other Searchers.

Our duty includes strengthening others, particularly our family members. The job search process may be just as stressful on them as on you. It is highly probable that God has placed a neighbor, a Christian, or church attendee in your world to disciple in the search process and also in their eternal salvation. Romans 15 is loaded with words to support this. A precious verse is number 4: *For whatsoever things were written aforetime were written for our learning, that we through patience and comfort of the scriptures might have hope.*

Take particular note of the '*patience and comfort of the scriptures*' promises in the just mentioned verse.

Name 3 people you think can use some scriptural comfort and encouragement by you. When could you contact them?

1. Name \_\_\_\_\_ When \_\_\_\_\_
2. Name \_\_\_\_\_ When \_\_\_\_\_
3. Name \_\_\_\_\_ When \_\_\_\_\_

- Plan a small check list of verses to read in God's Word together.
- Take along a church bulletin or coming events list.
- Search out up-coming job fairs and similar events to attend together.
- But especially take along a tract that includes the plan of salvation. (refer to the Appendix)

### Get experience and Stay Busy

It's a catch-22, if there ever was one: "Which comes first, getting job or getting experience to get a job?" Many job seekers ask this question and the answer is clear and simple. Remember that it's important that you NOT have a gappy resume. You must show the reader you are "always" busy either working or training. Volunteer at church, civic organizations, schools, parks, libraries, clubs, and businesses.

Tell them your purpose is to gain experience and show on your resume that you can make good use of ALL your time. If your volunteer help really was beneficial to them, they will happily respond with a small note of your actions for your records and maybe even beginning employment.



a

## Job Search Jitters Workshop

### Lesson #11 – Extremely High Profit Job List

# #2

The second most profitable job ironically exists not in a factory, farm field, or office tower but within the family. The job is steeped in the ‘on-the-job’ training of one’s own children.

It’s mind boggling to see the stress and frustration of the family adults trying to provide the family’s NEEDS while the school aged children couldn’t care less. At least they don’t care until their cry for tech toys or tennis shoes is declined.

The OJT lesson to be learned by study and adult example is that:

**Work Requires Serious Education And Serious Education Requires Work.**

All families start out home schooling as they teach their children how to eat, talk, dress, hygiene etc. But all too soon they delegate this God-given responsibility to schools so often riddled with uncaring incompetent teachers of over crowded and under budgeted classrooms. The result is that the adults waste this valuable time as they watch hours of sports, soaps, and talk shows.

No organization can do a better job of training children than parents teaching their children giving precedence to God’s word. Consider the promise and its result simply stated in 2 Timothy 3:16, 17:

*All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.*

One’s own parents have the responsibility/opportunity to teach/instill incentive toward employment better. They can teach one on one, there is little peer pressure, and no resistance to teaching truths based on God’s Infallible Word that we have in our own language.

Do you think it’s possible that sometimes God gives parent’s an employment ‘recess’ to take stock in their children’s learning, values, friends, and attitudes?



### Now Is A Good Pay-Back Time!

1. With the natural hunger of youth for computer use, invite them to help you do some of your on-line research. You home schooled their homework in years past, now is a good pay-back time!
2. Have your practice interviews or speeches with them helping.

Never NEVER in the history of this planet Earth has there been more knowledge, teaching tools, and accessibility to them than right now. That makes it all the more imperative we cherish the time, privilege, and opportunity God gives us to ‘*train up a child in the way he should go....*’

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# #1

The primary job for every human on the planet is to praise, trust, and learn more about his Creator and His justice system demonstrated in human terms and lives for thousands of years.

It's pretty exciting when you think about it. The smallest chapter in the bible contains only 2 verses that give a simple directive to 2 groups for 2 reasons.

Psalm 117: *O praise the LORD, all ye nations: praise him, all ye people. For his merciful kindness is great toward us: and the truth of the LORD endureth for ever. Praise ye the LORD.*

The Directive: to Praise (stated 3 times in 2 verses)  
The 2 Groups: Nations and people (individuals)  
The 2 Reasons His merciful kindness and His Truth endureth.

This chapter also happens to be the CENTRAL CHAPTER in our Bible. That book is full of goodies!

These two jobs listed above take precedent by both parents over but must coexist with our daily 'time clock' tasks.

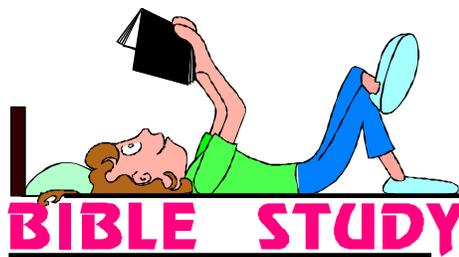
A favorite praise song of Christians across the years is VICTORY IN JESUS. Did you know that God's word tells us that 'victory' is only half of the blessing God provides? In no other book in print or on-line is it originally specified we can be MORE THAN CONQUERORS. In Romans 8:37 *Nay, in all these things we are more than conquerors through him that loved us.*

Pick a friend, family member, etc. and read the verse in the Bible together. Then discuss the 'through him that loved us.' And what's all behind it.

As God helps you to grow with His Word and these pages you hold, remember each moment that all that you have and all that you are or hope to be is...

**...through Him that loved us.**

**Make it your number 1 job to spread the word... His Word.!**



## Job Search Jitters Workshop

# APPENDIX

### Salvation Question:

If you died tonight, do you KNOW if you'd go to heaven?

### Salvation Steps:

<b>== A ==</b> Acknowledge you are a sinner	<b>ALL</b> have sinned and come short of the glory of God. Romans 3:23
<b>== B ==</b> Believe the shed <b>Blood</b> of Jesus Christ is the only way to be saved.	The wages of sin is death* but the GIFT of God is eternal life through Jesus Christ our Lord. Romans 6:23
<b>== C ==</b> Confess to God you know you are a sinner and call upon Him to come into your heart.	For whosoever shall call upon the name of the Lord shall be saved. Romans 10:13

### Salvation Assurance:

According to the above, we are not saved or kept according to our feelings or "believer's" water baptism. Our assurance is in the finished work of Jesus Christ.

Baptism is our act of obedience in a ceremony that shows others what has happened inside our heart and soul.

\*This death is far worse than ceasing to breathe. It actually means 'separation from God', which would be the real Hell.

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## Job Search Jitters Workshop

# APPENDIX

### Holy-wood Spotlight (a story)

*The living room got quiet as a graveyard* as the lights were switched off and the two families waited for the spotlight to come on. This was the first time the Bandiff family from across the street were invited over to Timmon's home for a bit of fun and popcorn with roasted banana chips. Like a lot of things at the Timmon's house you have to keep an open mind.

It's becoming a tradition of sorts that every other Saturday evening the Timmon family would have their own version of Holy-wood Magazine where everyone would join in. Even Baby Tess would see the lights go out and settle down for what she thought was sleepy time. That is until the spot light was switched on and Jake Timmon spoke into a wooden spoon held like a microphone.

With lots of enthusiasm Jake welcomed his two-family 'audience' and promised some fun and funny stuff to enjoy along with the banana popcorn. He said, "Our theme tonight has to do with jobs and searching. So let's give a big hand to our distinguished visitor Professor Epstein as he struggles to solve another one of mankind's most perplexing problems. Baby Tess almost launched her pacifier as the applause startled her bassinette world.

The spotlight focused on Jake's son Jimmy dressed in sloppy fashion writing odd words, numbers, and symbols on a large piece of cardboard as though it were a blackboard. With a stressed expression he scratched his head and wrote a bit more on his cardboard blackboard. In sort of an old person's tone he then said, "I just can't figure it out. People so often say they don't read their Bibles because they don't have time. Well, when they are between jobs they STILL don't seem to have time to read their Bibles each day. Go figure. I sure don't have that answer."

The spotlight switched off for a few seconds for the audience to think about what they'd just heard. The spotlight came on showing Darla Timmon seated in a chair wearing a man's dress hat that didn't seem to go with her teenage pigtails. Looking through some twisty-tie eyeglass frames she peered over the top of a newspaper she was holding that included a pencil for circling contact information. In a voice lower than her own she loudly spoke as though talking to a spouse in another room, "Hey hon, I just can't find any jobs in this newspaper I know how to do. And it seems each week there are even fewer listed. I hate this not having busy things to do with my time and tools."

Right on queue little Marty ran up to his pretend daddy (that's Darla) but didn't stop fast enough and crashed into the newspaper that had the whole audience laughing at his sincere efforts. He said his lines, "Darla, I mean daddy, if you want a job I think you need to look at another piece of paper." "Well where is this other piece of paper about help wanted?" In a cocky tone Marty replied, "Well I saw Pastor Haines point to it on the bullet board at church. I don't understand it but he said doing those jobs at church gives ya great big benny-fats." As Marty snuggled into his pretend daddy's lap he asked, "Are benny-fats good for ya?" Just before the spotlight went out Darla said, "Oh yes. Those benny-fats, I mean benefits, are just exactly what our family needs."

With each of the following spotlight episodes Ron Bandiff felt his heart release the hopeless stressful feelings that had begun the day his company terminated him. The benny-fats that he so badly needed went far beyond healthcare, retirement, and self-esteem.

With the lights on, the women and children spoiled Baby Tess as Ron Bandiff and Jake Timmon went into a quiet room. With the door still open just a crack, it was possible to see the two fathers sitting at the table with an open Bible between them. Ron was learning there is no other book with more profound lessons and promises for job searches and service than God's Infallible Word. As you uncover and claim those gems, share your time and tools at God's house.

You be faithful and take care of His house through stormy times 'cuz He's already taking care of yours.  
Keep your spotlight on Him and His dear Son. (end)

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# APPENDIX

Starter List For Discovering Tons Of Principles God Has Said He'd Honor As You Read And Practice.

Review them often and share them with family and friends:

### Duty of Employer(s) Masters)

**Prompt Payment of Wages,** De. 24.15. At his day thou shalt give *him* his hire, neither shall the sun go down upon it; for he is poor, and setteth his heart upon it: lest he cry against thee unto the Lord, and it be sin unto thee.

**Consideration for Employees,** Jb. 31.13. If I did despise the cause of my manservant or of my maidservant, when they contended with me; \*14. What then shall I do when God riseth up? and when he visiteth, what shall I answer him?

**Refraining from Threats**, Ep. 6.9. And, ye masters, do the same chings unto them, forbearing threatening: knowing that your Master also is in heaven; neither is there respect of persons with him.

**Just Dealing,** Col. 4.1. Masters, give unto *your* servants that which is just and equal; knowing that ye also have a Master in heaven.

Le. 19.13. Thou shalt not defraud thy neighbour, neither rob *him*: the wages of him that is hired shall not abide with thee all night until the morning. (De. 24.15)

**Exacting Service without Wages,** Je. 22.13. Woe unto him that buildeth his house by unrighteousness, and his chambers by wrong; *that* useth his neighbour's service without wages, and giveth him not for his work;

**Failing to Pay a Living Wage,** Mal. 3.5. And I will come near to you to judgment; and I will be a swift witness against the sorcerers, and against the adulterers, and against false swearers, and against those that oppress the hireling in *his* wages, the widow, and the fatherless, and that turn aside the stranger *from his right*, and fear not me, saith the Lord of hosts. (Lu. 3.14)

**Fraudulent Withholding of Wages,** Ja. 5.4. Behold, the hire of the labourers who have reaped down your fields, which is of you kept back by fraud, crieth: and the cries of them which have reaped are entered into the ears of the Lord of Sabaoth.

### Duty of Employee(s) Servants)

**Faithful,** Ps. 123.2. Behold, as the eyes of ser vants *look* unto the hand of their masters, *and* as the eyes of a maiden unto the hand of her mistress; so our eyes *wait* upon the Lord our God, until that he have mercy upon us.

Pr. 17.2. A wise servant shall have rule over a son that causeth shame, and shall have part of the inheritance among the brethren.

Pr. 25.13. As the cold of snow in the time of harvest, so is a faithful messenger to them that send him: for he refresheth the soul of his masters.

Pr. 27.18. Whoso keepeth the fig tree shall eat the fruit thereof: so he that waiteth on his master shall be honoured.

Mt. 24.45. Who then is a faithful and wise servant, whom his lord hath made ruler over his household, to give them meat in due season?

**Obedience,** Ep. 6.5. Servants, be obedient to them that are *your* masters according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ;

**Faithfulness,** Col. 3.22. Servants, obey in all things *your* masters according to the flesh; not with eyeservice, as menpleasers; but in singleness of heart, fearing God:

**Respect for Masters,** 1 Ti. 6.1. Let as many servants as are under the yoke count their own masters worthy of all honour, that the name of God and *his* doctrine be not blasphemed.

**Desire to Please,** Tit. 2.9. *Exhort* servants to be obedient unto their own masters, *and* to please *them* well in all things; not answering again;

**Patience in Hard Places,** 1 Pe. 2.18. Servants, *be* subject to *your* masters with all fear; not only to the good and gentle, but also to the froward .

(excerpt from Thompson Chain Reference KJV Bible)

## Job Search Jitters Workshop

# APPENDIX

### Learning about Learning

Be cautious about signing up for computer training classes. Some are designed for adults and some for young people. Young people and adults learn in completely different ways. Let me explain.

Young people learn something new by being shown what each lever and button does. Then just get back out of their way, and by trial and error they learn on their own how to use the controls and features in a seemingly haphazard discovery mode.

By contrast, adults want to be taught only the controls and steps to complete a definite project. An appropriate request from an adult is, "Please give me a list of steps to send an email message to a missionary in Haiti."

### Learning Resources

Library -- Get a head start on the class by checking out a CD/video from the local library and learn some of the terms and screens. The library I frequent most often has 11 computers available to the public at no cost, and for about a 30 min limit (if others are waiting). All of them have a popular word processor and laser printer installed. Seven of the computers are Internet accessible. Courteous library staffers are a wave-of-the-hand away, to help when the computer does something stupid.

God's Word -- First and foremost. COMPUTER MINISTRIES<sup>2</sup> shows you where.

Home -- In the same library's visual aids dept are CD/videos on specific computer programs and computer operation in general. Take a video home and learn computing with the blinds pulled. Replay that one part that just doesn't make sense.

Computer Store -- The local computer store usually knows of computer user groups in the area that assemble regularly to discuss and resolve relevant issues.

Grocery Stores -- All grocery and discount stores contain computer magazines with short moderately easy articles that all work together to help us along. Read the articles with the idea you won't understand everything, but soon terms and techniques start fitting together. You'll begin to understand hardware parts and pieces by comparing ads, descriptions, and prices.

Remember your computer grace<sup>3</sup>.... much prayer while training your computer.

Seek God's peace and direction as the keyboard is being used. My computer always works best if my open Bible is next to the keyboard. It gives me direction for where to go, and where not to go. It inspires me, and gives me peace as I work. When you hit a hurdle in your computing, get up and stretch your body, then read rich promises from your "computer manual" like:

*"Peace I leave with you, my peace I give unto you..."* (John 14:27)

Even for computers, Psalm 119:105 is still true:

*"Thy word is a lamp unto my feet, and a light unto my path."*

*"Let all things be done decently and in order."* We're reminded from 1<sup>st</sup> Corinthians 14.

*"I will instruct thee and teach thee in the way which thou shalt go: I will guide thee with mine eye."* Reading in Psalm 32.

### Class-Learning Meltdown

Now that you have reviewed some of the library training CD/videos, and have some idea of the terms and general idea of the screens, you may want to sign up for a computer class.

<sup>2</sup> Can be downloaded free at our website [godscomputermanual.com](http://godscomputermanual.com)

<sup>3</sup> Refer to the appendix of this book.

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- Before committing to the class, make sure what type of students the class is designed for.
- Take a recorder, if allowed, rather than trying to catch up on all the notes.
- I get saturated with just three hours of classroom training. Consider that most of the classes are six hours long. Imagine the frustration when an adult signs up for two classes in the same week.
- Do not sign up for class two until you can teach someone at least 25% of what you learned in class one. (Curtis' two-bit rule.)  
Class "two" NEVER makes class "one" content more understandable.
- It's exciting to see how your computer learning will pick up speed as you sandwich it with generous amounts of learning episodes in the scriptures and how teaching was done by the Master Teacher.
- Realize there are at least four ways to do most anything in computerin'. Pick one way and forget about the others. This technique often requires you choose only one resource as your mentor. A mentor is a trusted one-on-one teacher.

We need to always be aware that WE decide what we want to learn. WE should always be questioning our motives for learning and experiencing those things we are involved in, based upon the will of God for us. Our primary source for training and action is God's Word.

King David believed this when he simply said,

*"Thy word is a lamp unto my feet and a light unto my path."* Psalms 119:105.

Because he did not include any restrictions, he seems to be saying that everywhere he goes and everything he does, God's Word is needed for success. "lamp unto my feet" refers to where I am and the condition of me. "Light unto my path" refers to the direction I need to go and recognizing dangers along the way.

In the New Testament, the Apostle Paul told his young disciple, Timothy about God's Word in II Tim 3:16, 17:

*All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.*

"Unto all good works" covers it all, doesn't it? It is so important that others see order and purpose in our actions.

*In all things shewing thyself a pattern of good works: in doctrine shewing uncorruptness, gravity, sincerity, Sound speech, that cannot be condemned; that he that is of the contrary part may be ashamed, having no evil thing to say of you.* Titus 2:7, 8

## Job Search Jitters Workshop

# APPENDIX

### Computer Grace

Someone once said, "The most important part of computing is what is done before you touch the keyboard." He was referring to preparation. A crucial part of that preparation is called, Computer Grace.

We should begin with a simple analogy.

Your mouth is watering big-time as you sit down to the dinner table. The smells of all your favorite foods give promise of really good things about to be enjoyed. Your mind can hardly squeeze in reminders of proper table manners and rules of the road. Way off in the distance your racing thoughts try to warn you what happens when you eat too much of this or not enough of that. Your eyes tell the hands to pick up the spoon over here and the fork over there and dive in.

But then... reality grabs control of you. You admonish yourself with, "Hey! Wait a minute. I need to thank God for all this tasty food, the work that went into preparing it, and a wonderfully designed body to enjoy it. Then I also must ask God to lead me in using its energy to glorify Him."

Table grace has become an important prelude to our meals. It is a systematic reminder to us and the rest of our family of our gratitude for God's provision. We practice table grace because Jesus Christ did. He taught His followers this crucial beginning to every meal. Take a moment and review the reasons why you practice table grace.

Now. For the very same reasons, and more, we MUST practice Computer Grace. Scripture makes it very clear that technology comes from God and we are to use it to honor Him as we carry out the Great Commission. 1<sup>st</sup> Tim 3:16, 17 tell us that our operating manual on how to do this is scripture itself.

Our computer grace prayer to God would include:

- Praise to Him for His Goodness and Who He is.
- Thanks to Him for His gifts of technology and talents to use it.
- His leadership in us not wasting our keyboard time and His provisions.
- To tithe part of our keyboard time to evangelism and our local church.
- Focus and determination to see the project through.
- His blessing on the results of our work.

Along with Computer Grace preparation, your computer will never work better than when you keep a Keyboard Bible open next to the keyboard. What follows is a description of the second half of this great Dream Team.

### Keyboard Bible

Even though your computer may have installed an electronic Bible including many powerful search features, a keyboard Bible is still required for security and research. This keyboard Bible is just like your favorite Bible with all its paper pages of God's great promises. It is always open and always within inches of your computer keyboard.

1. The nearby Bible is a reminder that God's Word is chock full of principles for efficient computing. It stimulates creative thinking and planning in ways only its Author can.
2. It is a sentinel or supervisor to guard against computing sessions that are wasteful, lustful, or dishonoring to God in several other ways. Note: Remember the builders of the walls in Nehemiah 4? They worked with their sword by their side. You should too. Yours is the sword of God's Word.
3. It is a reminder at the end of your project to ask the Creator of computing to use and bless your efforts. And certainly to reminds you to give Him the glory in your computing.

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