

Job Hunting & Social Media 101



Making Sense of Social Media Marketing (SMM)

Today's Menu

1. What is SMM?
2. SMM Channel Summary
3. Tips for building your profile
4. Managing your SMM Channels
5. Other digital Management Options



What is SMM

- Why invest time in SMM?
- Who is your audience?
- Establishing your Social Media Brand
- Metrics of Engagement, Influence & Conversion



BEFORE YOU BEGIN

1. Head shot



2. Logo - www.48hourslogo.com

3. Blurb

Sarah Bond is a professional speaker and HR practitioner who provides strategic HR & HSE coaching to business owners and interview coaching to job seekers.

Freelance Travel Writer & Photographer | Copy Writer | Social Media Marketing Writer | Public Speaker | Travel addict fuelled by caffeine.

4. Up to date CV

5. Professional email address

SMM CHANNEL SUMMARY

- Lindked In


- Twitter

- Facebook

- You Tube



TIPS & TRICKS – Linked In



Sarah Bond
Principal Consultant - Employ Me Now! / Be Safe Now!
Otago & Southland, New Zealand | Human Resources

CurrentEmploy Me Now! / Be Safe Now!, Sarah Bond Travel Writer


PreviousDepartment of Conservation Franz Josef Waiau, B & D
Doors Ltd, OCG Consulting Ltd

EducationCompetenz

[Complete your profile](#) [Edit](#) 500+ connections

nz.linkedin.com/pub/sarah-bond/42/765/665/ [Contact info](#)

Background

**Summary**

Why do I do what I do?

Client's have said that Employ Me Now! helps facilitate a better universe. Teaching small enterprise owners how to become large enterprise owners through their people, and helping job seekers, at all stages of their professional careers find their ideal role is incredibly rewarding.

What do I do?

With today's employment laws, no business can afford to take unnecessary risks when it comes to managing people. Well documented, easy to use HR processes, and a clearly defined HR system are an essential part of doing business.

While a living health and safety system is also a critical part of any operation. If you need an HR audit so you can understand how your business can be more efficient, or you want your organisation to Be Safe Now! contact the team at Employ Me Now!


For job hunters knowing how to interview effectively is essential in today's employment market. Competition for jobs is fierce, and job seekers need to be polished at interviews. With practice, anyone can learn the skills and techniques to interview with confidence. For one on one

What is my background?

Having spent 10 years working as an HSE and Human Resources professional, I have made hiring decisions for national level roles and helped candidates at all stages of their working life achieve their career goals.

Time spent as a recruitment consultant and a national level HSE, Human Resources Manager in a range of industries has given me a broad knowledge of the New Zealand HR/HSE operating environment.

After identifying the need for professional HR coaching for job seekers and small enterprise owners, Employ Me Now! was launched in November 2011.

**Experience**

Principal Consultant
Employ Me Now! / Be Safe Now!

People You May Know

Sarahmarie Innes 2w
Student at University of Otago
[+Connect](#) 4

Ads You May Be Interested In**Keen on Social Media?**
See Former Marketing Director of Facebook, Randi Zuckerberg, live in Sydney**Save with SeeMonster**
Use less paper. Use less money. Use SeeMonster Digital Signage.**Workforce Management**
Gartner Magic Quadrant For Field Service Management. Get Free Report**Who's Viewed Your Profile**

5

Your profile has been viewed by 5 people in the past 3 days.

4

Your rank for profile views improved by 4% in the past 30 days.

 [Unlock the full list with LinkedIn Premium](#)**Profile Strength**

All-Star

[Share your profile](#)**People Also Viewed**

Karen Bardwell
CEO & Principal Consultant at Optima Global Talent and Managing Director Select Recruitment & HR



Karyn Chalk
Personal Change Champion at Changing Ways, NLP Master Practitioner



James Aitken
Photographer-in-chief at Aitken Photographie | Image license sales | Marketing, Staff, Landscape and Sports team photos



Steve Cogger

TIPS & TRICKS – Linked In

www.recruitin.net

Recruit'em

Easily use Google to search for

Country

New Zealand

Location or keywords to include

Careers Guidance

Education

All candidates

Barrie Grey - United Kingdom | LinkedIn
uk.linkedin.com/in/barriegrey
Menston, West Yorkshire, United Kingdom - Careers Res
Coordinator at University of Leeds
... and Guidance services. **Careers Guidance Theory Re**
qualified and student advisers. Educated to **Masters level**

Sadie Lawty - United Kingdom | LinkedIn
uk.linkedin.com/in/sadielawty
Liverpool, United Kingdom - Careers Adviser at University
Development Manager at Careers Solutions; **Careers Gu**
specialist careers service to the Management School's M

Leah Bennett - United Kingdom | LinkedIn
uk.linkedin.com/pub/leah-bennett/8/874/592
Leeds, United Kingdom - Executive Education & Careers
Development, Marketing & Recruitment
MBA Careers Consultant/MBA Network Manager at Leed
Postgraduate Diploma in **Careers Guidance, Careers**

Caroline Papp - MBA | MCIPD - United Kingdom | LinkedIn
uk.linkedin.com/pub/caroline-papp-mba-mcipc/1/686/bb
Bournemouth, United Kingdom - Freelance Career and S
View Caroline Papp - **MBA | MCIPD's** (United Kingdom) p
Specialties: **Careers Guidance & Coaching/Careers Gro**

Caroline Papp - MBA | MCIPD 2nd
Freelance Career and Self-Development Life Coach
Bournemouth, United Kingdom | Professional Training & Coaching

Current Private Clients
Previous Private clients plus various contracts with NCS provider Ansbury, Freelance Consultant/Researcher & Coach (various clients), Go Get it! Mentoring Project/Watford YMCA
Education London South Bank University

[Connect](#) [Send Caroline InMail](#) 270 connections

[Contact Info](#) uk.linkedin.com/pub/caroline-papp-mba-mcipc/1/686/bb

Background

Summary

A highly qualified Career and Self-development Life Coach specialising in boosting job seekers success. I draw on my previous recruitment/training/development and life experience to help job seekers develop job search strategies that really work, to help them understand themselves better and appreciate what it is employers are really looking for from prospective employees. In other words really get people improve their employability!

I also advice and support individuals with: Skills assessment, producing Covering letters/CV/ design/application forms, interview preparation/skills & the different techniques being employed by recruiters, personal branding, promotion positioning, networking and other personal development areas such as confidence/time management/relationships/conflict management etc.

Key Areas
Coaching: 1-1 face to face/telephone coaching/email/web chat
Impartial Career Guidance/Coaching for all ages and backgrounds
Personal Coaching: confidence, happiness, relationships, self-development, further studies
Performance Coaching: helping those who are returning to work, wanting that next promotion
Group Work: design, development and delivery of 'careers' group work to school pupils/job seekers.

Research Work
- NEET research for Connexions (Bournemouth, Dorset & Poole) & LSC as to 'Why the NEET group were not engaging with local provision?'
- How Ethical are organisations? Looking at how leadership and codes of conduct impact on employee behaviours
- Benchmarking research project on different Management Schools Leadership programmes/courses across Europe.

Specialties: Careers Guidance & Coaching/Careers Group Work/Confidence and Self-esteem building/Employability/Job Search/Personal Development/Personal Branding/Researcher/Self-Development/Youth Coaching.

Experience

Freelance Career and Self-Development Life Coach
Private Clients
July 2013 – Present (1 year 4 months) | Poole

Although I am based in the Bournemouth/Poole area, I work with clients based all over the UK. Many clients find that telephone coaching is a very flexible, efficient and effective solution for them as it can easily be fitted around their hectic schedules.

Career and Self-Development Life Coach
Private clients plus various contracts with NCS provider Ansbury
February 2011 – July 2013 (2 years 6 months) | Bournemouth, Poole, UK wide

Provided impartial careers advice and coaching support via in-depth face to face, telephone and e-mail

People Similar to Caroline

Jo Bishop Chartered Fellow CIPD 4th
Lead Consultant at iOpener Institute for People...
[Connect](#)

Ads You May Be Interested In

Laser Safety Officer
Prepare with the only online course that meets the BLS requirements.

Are You A Consultant?
Apply Now To See If You Qualify To Become A Member Of Bristol Who's Who!

Executive Jobs in Asia
Not getting paid what you deserve? Register & apply for \$100K jobs in Asia.

People Also Viewed

John Hughes MBA
International Sales Manager at Pulsar Instruments plc

Andy Pile
Programme Director at Thomson Reuters

Wendy Mason
Writer and Coach

Karen Taylor
Education Management Professional

Lesley Davies
Senior Customer Services Officer at HSBC Bank plc

Val Gillis
HR ADVISOR at Surrey and Borders Partnership NHS Foundation Trust

David Rose
Owner, David Rose Creative

Ruth Marler
Nordic Walking Instructor at Nordic Walk Today

Dennis Hockley
HR Business Partner at Surrey & Borders NHS Foundation Trust

Jo Barnett
HR Business Partner at Surrey & Borders Partnership NHS Foundation Trust

How You're Connected

TIPS & TRICKS – Linked IN

Groups

The screenshot shows a LinkedIn profile for Sarah Bond. The navigation bar includes links for Home, Profile, Contacts, Groups, Jobs, Inbox, Companies, News, and More. A search bar is located on the right. Below the navigation bar, a banner reads: "Entrepreneurs needed - Looking to grow our case studies. Make a loan and email in your story!". The main section is titled "Your Groups (36)" with a "Reorder" link and a "Create a group" button. A list of groups is displayed, each with a logo, name, and member count:

- HUMAN RESOURCES INSTITUTE OF NEW ZEALAND (HRINZ)**: 1 member
- Career Development Association of New Zealand**: 1 member
- Linked:HR (#1 Human Resources Group)**: 1 member
- Growing Dunedin's Economy**: 1 member
- Connect: Professional Women's Network, Powered by Citi**: 3 members
- American Society of Safety Engineers (ASSE)**: 8 members
- International Coach Federation**: 8 members

On the right side, a section titled "Groups You May Like" suggests other groups:

- PLATO GB**: Join
- Engineering Career Opportunities (Jobs & Employment)**: Join
- Travel & Tourism Industry Professionals Worldwide**: Join

Below this section is an advertisement for "Bleed Resistant" featuring a man in a white shirt and a green circular arrow graphic.

TIPS & TRICKS – Linked IN

Groups

LinkedIn Account Type: Basic | Upgrade Sarah Bond Add Connections

Home Profile Contacts Groups Jobs Inbox 12 Companies News More Groups Search...

HUMAN RESOURCES INSTITUTE OF NEW ZEALAND (HRINZ)

Discussions Members Search More... Share group | Group rules

Start a: Discussion Poll

Start a discussion or share something with the group...

Your Activity

Choose Your View NEW Show all RSS discussions

Employers asking applicants for Facebook access • 4 days ago
In the news today: Some job applicants are being asked by potential...
Privacy Commissioner: Employers seeking Facebook access

Like Comment Flag More

Most Popular Discussions

Continuous feedback vs Annual Performance Appraisal
Firstly, which (in your opinion) is better? Secondly, with managers and supervisors having to get more done with less time and resource, ...
posted 7 days ago

Mike Johnson 18 hours ago • Oh yes, and Viv - I am generally talking about a situation where HR is outsourced - so you work with what you can get!

See all 14 comments

Like Comment Follow More

HR in China
Hi, NZIE are looking for a speaker who can relate direct experience of managing HR in China

Manager's Choice

Are you on Twitter? Does your company have a Facebook Page? Or a blog? Share your URLs so HRINZ - and this group - can follow you - if we aren't already.
Fiona Powell See all »

Latest Updates

Jenny Hodgson likes this comment by Crispin Garden-Webster
Continuous feedback vs Annual Performance Appraisal: You're right Mike although I'd ask are they too busy? If I was one of those managers it might be that I don't understand the value of...
Like (1) • 1 hour ago

Susan Ockwell and 1 more voted on poll:
What is your organisations status with elearning?
0 comments • 2 hours ago

Crispin Garden-Webster and 1 more commented on:
HR in China
2 comments • 4 hours ago

See all updates

TIPS & TRICKS – Facebook

- **Creating your Facebook page**
- **How to gain follows**
- **Art of Posting Great Updates**
- **Getting people involved**



5. TIPS & TRICKS – Facebook

The screenshot shows a Facebook profile for 'Sarah Bond Travel Writer'. The header includes a search bar, the user's name, and navigation links like 'Home', 'Create Post', and 'Admin Panel'. The profile picture is a woman with red hair. The cover photo is a scenic mountain landscape with snow-capped peaks and a winding path. Below the cover photo, the name 'Sarah Bond Travel Writer' is displayed along with a 0.0 rating and 324 likes. The 'About' section lists the business as a local business in Dunedin, New Zealand. The main content area shows a status update from 3 hours ago about a house in Queenstown. On the right, a 'Highlights' section lists recent posts by others on the page, including photos of bridges, lakes, and Easter celebrations.

Search for people, places and things

Sarah Bond Travel Writer Timeline Recent

Create Post Admin Panel

Sarah Bond Travel Writer

0.0 ★★★★★ (2 ratings)

324 likes · 7 talking about this · 2 were here

Local Business · Add A Category

Level 3 1 Dowling Street, Dunedin, New Zealand 9054

027 200 7680

Add Your Hours

About

Photos Likes Welcome

Highlights

Status Photo / Video Offer, Event +

What have you been up to?

Sarah Bond Travel Writer shared House Porn's photo.

3 hours ago

My idea of a perfect home...already missing #queenstown #ttot #travel #nz #perfecthome

Queenstown, New Zealand. On my daily house hunt for perfection and came across this one. What do you think? — with Scott Savill.

Recent Posts by Others on Sarah Bond Travel Writer

See All

Sarah Bond

Southern Discovery's Bridge. More stunning riding #qu...

2 · 20 April at 14:15

Sarah Bond

Cruising round Lake Hayes. Wheely good fun. #queen...

2 · 20 April at 11:40

Sarah Bond

Happy Easter! Nothing like a pancake breakfast in #arr...

2 · 20 April at 10:01

Sarah Bond

My niece Natalie enjoying lunch after her first gondola r...

7 · 19 April at 12:50

Sarah Bond

Nothing like easy riding around autumnal #arrowtown ...

10 · 18 April at 13:05

TIPS & TRICKS – Twitter

- Twitter Definitions
- Setting up your Twitter Bio | x | x|
- Great Tweets
- Monitor Followers www.tweepi.com

twitter



BEST VS RIGHT

Helen Shaw
41 Brook Lane, Brighton
East Sussex, BN1 7 4LJ
Telephone: 01753 800889
Email: helen.shaw@gmail.com

PROFILE

A highly motivated and enthusiastic graduate with a good knowledge of the alternative music and book scene. Excellent experience in the creative music industry, and the various markets which use it: posters, flyers, t-shirts, including innovative new methods of promotion that reach a wide audience in minimal cost. Able to use own initiative and work as part of a team under pressure to meet challenging deadlines. Good verbal communication and interpersonal skills with the aim of maximising customer's success.

MAJOR ACHIEVEMENTS

- Successfully promoted the former (third) and the alternative indie. Rock bands and artists at large and small venues in the South East and at major UK festivals, which included both the Reading Festival and the 1000 Fuzz.
- Produced new bands' t-shirts and merchandise, including The Streets, The Verve, Pulp, and the Guttery Boys.
- Served as a member of Brighton City for former Music and then UK, managed four covers, identified suitable venues for album launches based on the target audience, and developed new means to build back-stage links and interacted feedback.
- Researched, edited and wrote for the University of Sussex student newspaper and produced articles for regional and national media, which included radio reviews and interviews.
- Succeeded as former Music Street Team Coordinator at the London HQ, and was responsible for securing members of the street scene to come to the South East for the UK and produced detailed instructions of how to provide tour tours.

EDUCATION - QUALIFICATIONS

BA (Hons) 2:1 in Geography, University of Sussex, Brighton, Oct 1996 - June 1999

- Studied a broad range of subjects in the School of Social Sciences and Cultural Studies, alongside the major Human Geography modules. Developed an ability to undertake self-managed studies, planning and organising time effectively, to meet deadlines. Used to provide own input or join in a range of different environments.

GCSEs, Brighton College, Brighton, Sussex (all taken June 1995)

• General Studies	(C)	• Environmental Science	(B)
• Geography	(B)	• Biology	(B)

GCSEs, Brookfield School, Southampton, Hants (all taken June 1993)

• English Language	(A1)	• Physical Education	(A1)
• Creative Science	(A, A)	• Geography	(A)
• German	(A)	• Maths	(B)
• English Literature	(B)	• Reception Institute Technology	(C)

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jamsinclairmz Following
2 weeks ago
I think you're missing an employee @vendhq
<http://the.jamsinclair.co.uk> #weanttoworkatvend
#fraks

weartsticks, lanners.f, ashleigh... and 8 others like this

vendhq
An Instagram CV with Vend Mo, now that's a first. I'll go take a look. Oh, make sure you apply on vend.workable.com too. It's what we're using to keep track of all the applicants! :sm

vendhq
Okay, just showed @kirstgrant and she loves this! Get in touch dude (@kirst@vendhq.com)

kirstgrant
So much love! The amazing Vanessa Payne (our Technical Talent Specialist) is going to get in touch :)

jamsinclairmz
Thanks for the replies, appreciate it. Yes, I've applied through vend.workable.com as well. Have a great day :)

pauly.bro
Oh boy! Nice work, awesome!!

Leave a comment...

WHICH WOULD YOU CHOOSE?



Paul Jacobs Creative Director at Jobgram www.getajobgram.com

Employ Me Now
HR Coaching

TIPS & TRICKS – You Tube

- Setting up a You Tube Page
- Your videos – Rule of 10
- Other Ideas



TIPS & TRICKS – You Tube

The screenshot shows the YouTube channel page for 'Employ Me Now! NZ'. The channel banner features a woman's profile picture and the channel name. Below the banner are tabs for 'Feed' and 'Videos', and a search bar labeled 'Search Channel'. The main content area displays a 'Create a new Post' section with a text input field, a 'Video or Playlist URL' dropdown, and a 'Post' button. Below this, two video thumbnails are shown: 'How to make the most of Job Search Sites - Job hunting made easy.' and '5 Reasons to NOT Search for Jobs While at Work'. The right sidebar contains an 'About' section for 'Employ Me Now! NZ' with a description, website link (employemenow.co.nz), and channel statistics (Latest Activity: Dec 13, 2011; Date Joined: Nov 15, 2011; Age: 35; Location: Dunedin; Country: New Zealand). A blue button labeled '+ Other Channels' is also visible.

Employ Me Now! NZ 0 subscribers 101 video views

Feed Videos Search Channel

Activity Comments Settings

Create a new Post

Video or Playlist URL Add a video or playlist link to feature (optional) Post

How to make the most of Job Search Sites - Job hunting made easy. 5 months ago
How to use Job Search Sites effectively. Tips to make you job hunting projects easier. 19 views
EmployMeNowNZ uploaded

5 Reasons to NOT Search for Jobs While at Work 5 months ago
With a whopping 84% of Americans who are currently employed planning to look for work, this puts a job search that needs to take place PathfinderWriting - 36 views
EmployMeNowNZ subscribed to PathfinderWriting

EmployMeNowNZ subscribed to coachhorse 5 months ago

About Employ Me Now! NZ Edit

Employ Me Now NZ is all about job interview strategies, tips and techniques that will help you get it right and get employed.

employemenow.co.nz

by EmployMeNowNZ

Latest Activity	Dec 13, 2011
Date Joined	Nov 15, 2011
Age	35
Location	Dunedin
Country	New Zealand

+ Other Channels

MANAGING YOUR SOCIAL MEDIA CHANNELS

www.hootsuite.com

The screenshot shows the Hootsuite web interface. At the top, there's a 'Compose message...' bar and a row of tabs for various social media accounts. The main area is divided into a left sidebar with navigation icons, a central feed of tweets, and a right sidebar with a 'Share' button and a list of recent tweets. A red arrow points from the 'Tools' icon (a wrench) in the left sidebar to a callout box labeled '1. Select the spanner = Tools'. Another red arrow points from the 'Hootlet' icon (a small owl) in the 'App Directory' dropdown menu to a callout box labeled '2. Select Hootlet Install'. A third red arrow points from the 'Hootlet' icon in the browser's toolbar to a callout box labeled '3. Black Owl on Toolbar'.

1. Select the spanner = Tools

2. Select Hootlet Install

3. Black Owl on Toolbar

MANAGING YOUR SOCIAL MEDIA CHANNELS

1. Hootleet Button on web browser toolbar

2. Use this icon to select your social networks & groups

3. Use this icon to schedule your date and times.

4. Press Send Now to schedule

The screenshot shows the CDANZ social media management dashboard. The top navigation bar includes various social media icons (Facebook, Google+, Hoot, LinkedIn, Twitter, etc.) and a search bar. The left sidebar contains a 'Publisher' section with tabs for 'Content', 'Suggested', 'Scheduled', 'Require Approval', 'Expired Approvals', 'Rejected', and 'Past Scheduled'. The main content area displays a list of scheduled posts, including titles like '(Thought provoking - Fav Ted Talk for the week) How perception of failure affects success: TEDxLieve' and 'Great Presentation!: David Blustein - The Psychology of Work'. The bottom section contains a text area for scheduling and a 'Send Now' button.

TIPS & TRICKS – HOOTSUIT

The screenshot shows the Hootsuite dashboard with the LinkedIn Page Insights report selected. The left sidebar contains navigation options: Templates, Twitter Profile Overview, 1. Select graph = Analytics, Twitter Engagement - Detailed, Twitter Aggregate, Facebook Page Overview, Facebook Insights, Facebook Aggregate, LinkedIn Page Insights (selected), Google+, Ow.ly Click Summary, URL Click Stats - Ow.ly, Reports, All Reports, Drafts, Customize, Build Custom Report, Labels, and No Labels found. The main content area displays the LinkedIn Page Insights report, which includes a Snapshot section with metrics for Total Followers (4,444), New Followers (345, +7.7%), Impressions (156,549, +96.6%), and Engagement (579, -9.4%). Below this is a table for Company Update Engagement, showing dates, update content, and engagement metrics. The right sidebar contains the LinkedIn Page Insights title, a description of the report, a dropdown to select a social network, and a Create Report button.

1. Select graph = Analytics

2. Select LinkedIn Page Insights

LinkedIn Page Insights

How is your LinkedIn Company Page performing?
Which LinkedIn Company update is the most engaging?
This template includes a summary snapshot for the most recent month (Followers, Impressions and Engagement) and update engagement.

LinkedIn Company Page

Click to select a social network

Create Report

LinkedIn Page Insights

Snapshot

Metric	Value	Change
Total Followers	4,444	
New Followers	345	+7.7%
Impressions	156,549	+96.6%
Engagement	579	-9.4%

Company Update Engagement

Date	Update	Likes	Comments
Feb 1, 17:02	How social media and mobile devices are changing the travel industry: http://ow.ly/hy8fy	12	21
Feb 1, 14:02	Your greatest brand advocates are right under your nose: http://ow.ly/hy8fw	18	4
Jan 30, 17:02	Pleased to release HootSuite in Korean. Enjoy! http://ow.ly/hy8f9n	7	0
Jan 30, 17:02	Pleased to release HootSuite in Korean. Enjoy! http://ow.ly/hy8f9n	3	5
Jan 30, 16:02	3 social media tips for online marketers on the go: http://ow.ly/hy8f9k	12	17
Jan 28, 17:02	You just found your second Super Bowl screen: http://ow.ly/hy8f9k Super Bowl social media tracker	9	11
Jan 28, 16:06	Have you wished your CM a happy Community Manager Appreciation Day? http://ow.ly/hy8f9k	21	7
Jan 28, 16:06	Have you wished your CM a happy Community Manager Appreciation Day? http://ow.ly/hy8f9k	15	12
Jan 27, 22:01	5 free resources for building a winning community: http://ow.ly/hy8f9k	6	4
Jan 27, 8:30	Instagram, YouTube, Tumblr - Have you installed these apps in HootSuite? http://ow.ly/hy8f9k Learn how in a free webinar!	21	6

OTHER DIGITAL OPTIONS

www.trello.com/ / www.gb.youcanbook.me / www.jibberjobber.com

The screenshot displays the JibberJobber Career Management 2.0 web application. The interface includes a top navigation bar with a 'Boards' tab and a search bar. Below this is a header section with the JibberJobber logo, a 'What Are Your Guiding Principles?' prompt, and a search bar. A navigation menu contains links for Contacts, Companies, Jobs, Logs, Docs, Tools, Reports, Interview Prep, Library, Account, and Log Out. A yellow banner message states: 'Please check your email for the verification link. If it's not there, check your junk/spam box.' Below this, a blue banner message reads: 'There are 14 days left of your 14 days of free Premium features! Please check out this [slide show](#) to see what features are included in the Premium membership. [Click here to upgrade now.](#)' The main content area is titled 'Manage Widgets' and features three widget panels: 'QuickView Stats' (listing metrics like Contact, Company, Job tracked, Document, 30 Second Pitches, Power Statements, Questions/Answers, and Library Entries I submitted), 'Search Jobs on Indeed' (with fields for 'What' and 'Where' and a 'Search' button), and 'QuickAdd: Contact' (with fields for First Name, Last Name, E-mail, and Notes, and an 'Add Contact' button). At the bottom, an 'Action Items' section shows a calendar view for the week of Monday 10/6 to Sunday 10/12.

QUESTIONS

