

Tasks	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Set goals and to do list for the week	Check web sites for adverts and apply	Set up meetings with friends or contacts	Check web sites for adverts and apply	Visit with a positive friend to moan about job seeking.	Check web sites for adverts and apply	Update your contact lists.
2	Review cover letters & resumes	Network w/ contacts at potential job sites & check for additional contacts	Conduct research into organizations/ Industries	Participate in interview practice on Quest Facebook	Skill Development - Study or work on an online class like Quest for Knowledge.	Follow up on contact-related leads	Review your applications for the week and decide who to call back next week.
3	Rest, relax, refocus for the week.	Meet w/contacts	Volunteer at place of interest	Search Meet-up for a group to join.	Read and comment on a blog that interests you.	Send thank you notes for interviews.	Set up a practise interview with friends.
4		Follow up on contact-related leads	Read industry sites & publications	Follow up on contact-related leads	Share something interesting with Missy on Facebook.	Search social media for contacts and job adverts.	Relax and take some time off from your job seeking.
5		Search social media for contacts and job adverts.	Attend fun class/read a book	Write down an answer to one of your most difficult interview questions.	Call a company HR Dept and set up an informational interview.	Go to the company to conduct your informational interview.	
6		Record what you did today in your job journal	Record what you did today in your job journal	Record what you did today in your job journal	Record what you did today in your job journal	Record what you did today in your job journal	

Tasks	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							
3							
4							
5							