



www.TheJobSearchQueen.com

Your Weekly Job Search Time Planner: How to Use It

We offer you this simple way of planning and recording your job search -- because it works. It gets you to set time priorities.

Download the planner (PDF format). View it on your PC or print a few out for yourself. Think about your next week: what networking meetings or phone calls do you have? Any interviews, informational interviews, job fairs, company research? Then fill in the cells, giving each an adequate block of time. **Plan them**, commit to them, and do them. *This is time invested for you.*

Do not use this planner to record such activities as checking the online job postings. Those activities are "givens", meaning, every job hunter should do these things but they should *not* be what makes up your job search. Instead, plan your time for more effective activities such as networking with fellow alums, or networking with former co-workers and their friends. In any economy, if you are counting on online ads alone, you will be looking for a new job for a long, long time.

Monitor how your week is going by referencing the **Planner** several times a day. As the week goes by, your Planner will get messier because it's becoming a **Record**. Schedules change, meetings get moved, so spend it well by making your job search activities count.

An added way to use this tool: As you plan *and* as you record, note which Covey Time Management Quadrant that activity falls into: I, II, III, or IV. Do this next to each activity, using the shaded column in each cell. The more activities that are in quadrants I or II, the better. If you aren't familiar with Stephen Covey's work, see *The 7 Habits of Highly Effective People* for more.

Once the week is over, look back on what you planned and what

actually happened. Ask yourself these questions:

- What activities brought me closer to a valuable contact? to an interview? What worked, what didn't?
- Was what I planned realistic? Was it enough activity? Was it too much?
- What percentage of my time was I doing the "harder", less comfortable activities, like networking? (Reward yourself for doing these tougher activities!) How often did I resort to surfing the ads?
- What do I need to follow up on next week?
- Are certain activities getting pushed from one week to the next, and if so, how can I make sure I get them done NOW?
And *what is it* about those activities that makes me postpone doing them -- and can I change whatever is blocking me?
- How did I do in getting closer to the hiring managers in my target companies?
- Were most activities in the Covey I and II quadrants?

The purpose in asking yourself these questions is not to seek out the flaws in your approach, but *to better plan activities that really work*. Clients who use this planner DO find a difference in the effectiveness of their searches.

It helps to review your Time Planner with a coach or fellow job seeker or two; working with a partner can keep each of you stay true to your goals.

Like any worthwhile job search activity, keeping this **Time Planner** pushes you to go outside your comfort zone. If you do what you've always done before, and it's not working, then it's *good* to get uncomfortable by trying something new. That's what's going to get you results that count.

Your Weekly Job Search Time Planner: Setting Your Priorities

Week of _____

	Monday Date _____	Tuesday Date _____	Wednesday Date _____	Thursday Date _____	Friday Date _____	Weekend Dates _____
AM						
PM						

How many of the following did you write above?				
Attend business networking meetings	Get together weekly with other proactive job seekers	Research fellow college alums: are any at your target companies?	Network with former co-workers, family members, friends, neighbors, dentist, doctor, and so on	<i>Don't write these down:</i> - Read job postings - Surfing the net - Posted your resume on Career Builder et al
Mtgs with other members in your LinkedIn groups	Schedule and hold network referral mtgs (info interviews)			
Join e-mail list serves in your target industry	Follow up and stay in contact with new sources, by phone or e-mail	Network with friends and contacts of the above, and offer help to them, in return	Your rewards to yourself for staying on track this week:	
Expressed thanks, in writing, to each contact				