Now that you are motivated and focused on ***WHAT*** you want to search for, immediately write down ***HOW*** you will find that job by setting your Job Search Plan in motion. You need to commit to a certain amount of time, a certain set of activities, and track your progress. This plan discipline will help you make your job search process “job #1”, avoid wasting time, be more effective, and accelerate the speed by which you land in the new job.

**How to be maniacal about your Job Search Schedule:**

**A.** First, map out your overall job search process, committing to a certain set of activities that you will repeat every day and every week until you land in your new job. Be aggressive but realistic, based on your other commitments (family, current job). And don’t steal time from other important things such as exercise, time with family and friends and sleep.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Type** | **Description** | **Daily** | **Weekly** |
| **Preparing to Job Search** | See the next chapter. This includes organizing your technology, job search tools, communications, documents, much more. | Initially, 8 hours, then 1 hour per week | 1 hour per week |
| **Researching** | Internet or Library Research: Companies for my Job Search Tracker, People, Industry News, preparation for an interview, etc. | 2 hours M – F | 16 hours per week |
| **Networking** | External Meetings – Large Group, Industry Events |   | 3 hours for 1 event per week |
|  | Build then Refine Personal/Professional Network List |   | 1 hour per week |
|  | Contacting Network via Phone and E-Mail | 1 hour daily M – F | 1 hour per week |
| **Applying or Cold-Calling**  | Sending out “Candidate Packets” (see chapter 15) or Introduction letters if a cold call | 1 hour daily M – F | 5 hours per week |
| **Following Up**  | Follow-Up on External Networking Meetings, sending thank you letters to all contacts, contacting hiring managers. | 1 hour T, Th or as-needed | 2 hours per week |
| **Rehearsing** | Build then refine interview questions, scripts for phone calls, e-mail drafts | 1 hour  | 1 hour per week |

**B.** Use your Outlook Calendar (or get a paper calendar) to schedule your activity descriptions into specific times of the day. Tips:

* What: Don’t just say “job search”; pick a particular activity out of the “description” column
* Identify where you will be to do this work: library, home, office, coffee shop. Find a quiet place with internet access so you can concentrate on the information and capture what you are learning.
* What: Put follow-up activities highest in priority on your calendar and first thing. If you have business cards from an event, follow up on them with the next morning. If you made some calls yesterday, follow up on them today. Why? These are warmer than spending time cold-calling companies or people you don’t know or haven’t met.
* Time Management: If you say you will be researching for one full hour, clock yourself that you are meeting that commitment. It doesn’t include travel time to the library, having that latte in the middle, or talking to the person at the table next to you. It’s an hour of work. Hard, focused work.

**Job Search Schedule Tools:**

**Your Daily Schedule**

Instructions:

* Edit the date and copy/paste into a WORD document
* OR use your Microsoft Outlook calendar that syncs with your smartphone by making a "meeting" with yourself to complete certain activities ore return calls and follow up.

|  |  |  |  |
| --- | --- | --- | --- |
| **MONDAY:** January 2 | **Action** | **More Details, Description** | **Done?** |
| 8am |   |   | To Do |
|   |   |   |  |
| 9am |   |   | To Do |
|   |   |   |  |
| 10am |   |   | To Do |
|   |   |   |  |
| 11am |   |   | To Do |
|   |   |   |  |
| 12noon |   |   | To Do |
|   |   |   |  |
| 1pm |   |   | To Do |
|   |   |   |  |
| 2pm |   |   | To Do |
|   |   |   |  |
| 3pm |   |   | To Do |
|   |   |   |  |
| 4pm |   |   | To Do |
|   |   |   |  |
| 5pm |   |   | To Do |
|   |   |   |  |
| 6pm |  Do List for Tomorrow |   | To Do |
|   |   |   |  |

**Your Weekly Schedule**

|  |  |
| --- | --- |
| **WEEK OF:** January2 – January 8 |   |
| **MONDAY** | **TUESDAY** |
|  |  |
| **WEDNESDAY** | **THURSDAY** |
|  |  |
| **FRIDAY** | **SATURDAY** |
|  |  |
|   | **SUNDAY** |
|   |   |

**Your Monthly Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Preparation** | **Applications** | **Goals** |
| **January** |   |   | # Job Opportunities Found:# Applications:# Interviews: |
| **February** |   |   | # Job Opportunities Found:# Applications:# Interviews: |
| **March** |   |   | # Job Opportunities Found:# Applications:# Interviews: |
| **April** |   |   | # Job Opportunities Found:# Applications:# Interviews: |
| **May** |   |   | # Job Opportunities Found:# Applications:# Interviews: |

You have an extra hour or two on your hand.  Now what?

Time is your most prized asset during a job search and you need to invest it wisely so here are some ideas to help populate those in-between hours:

1. **Prepare for upcoming meetings**
	1. Research their latest news and postings
	2. See the LinkedIn discussions on their groups
	3. Review your interview answers to the most common questions
	4. Drive by the destination of your future meeting so you know exactly where to park, which building they are in, where the entrance door is.
2. **Review your** **Targeted Company List** in My Job Goal Section and add more companies to pursue
3. **Follow Up on your past networking meeting**s or phone conversations. Send thank you e-mails or gift cards if someone did something very special. Your follow up on commitments is critical, especially for demonstrating action on your part.
4. **Make extra copies of your resume** and any samples of your work. Prepare them in a folio that is ready to go with paper and pen for note-taking.
5. **Do professional research** to stay current with your understanding of the areas you are pursuing. There is abundance of websites for associations and blogs about virtually any function, industry and company.
6. **Read the local business news** to see what businesses are growing or changing.  Here is a starter list of potential triggers that can create hiring opportunities:
	* Acquired company(ies) in last 12 months
	* Major competitor acquired or making acquisitions
	* New management team (CEO, CFO, etc.) and/or major departure
	* Acquired by another company within last 12 months
	* Major investment in outside company
	* Rapid revenue growth (20%+ annually)
	* Lower than expected profitability
	* Significant levels of debt (limited cash flexibility)
	* Expansion into new line of business by company or major competitor
	* International expansion
	* Sale of business(es)/product line
	* Industry with rapid pricing and product changes
	* Consideration to go public