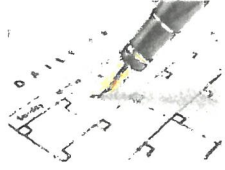


Daily Job Search Planner



A thorough job search involves many steps. You will make phone calls, send résumés, cover letters, thank you notes, arrange meetings and organize follow-up activities for each potential job opening. Planning and organizing your job search is the best way to ensure that all the steps are taken. Set aside time each day to plan what you want to accomplish during the day. The form below will help you plan your day's job search activities. Make copies of this form and use one each day.

Job-Search Planner

Date : _____

Day of the week: _____

People I need to contact today

<u>Name / Title</u>	<u>Phone Number</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

People I need to send letters, résumés or applications to today

<u>Name / Title</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Decatur Illinois workNet Center
757 W. Pershing Road
Decatur, IL 62526
217-875-8751
www.worknet19.org



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Daily Job Search Planner

Day _____ Date _____

Appointments or interviews scheduled today

<u>Where</u>	<u>With Whom (Name / Title)</u>	<u>Time of Appointment</u>	<u>Phone Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other job search steps I need to take today

(Check Internet web sites, job banks, newspapers, research companies, make networking calls, etc.)

Action

Person

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job search activities I need to schedule for future days

Activity

Date to do

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Time I spent on my job search today _____