

My Daily Job Search Plan



Date: _____

My Goals for the day (from weekly goals):

1. _____

2. _____

3. _____

8. _____

9. _____

10. _____

11. _____

Activities to Achieve My Goals

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

12. _____

13. _____

14. _____

15. _____

Work on this as your **last job search task for the day**, developing your goals and activities for the **next** day.

Once you've identified your key goals and activities, **go to your Google Calendar and create an agenda for the following day**. Be sure to include any appointments (such as interviews), too. You can set your Calendar settings so this agenda will be waiting in your email inbox the next morning.