

My Weekly Job Search Goals



WEEK OF:

Below, list your top 10 Job Search Goals for the week.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Tips for Using Your Goal Sheet

- ☐ **Write down your major weekly goals on Sunday evening** so you are ready to go on Monday.
- ☐ Set goals in 1) **Networking**; 2) **Researching target companies**; 3) **Finding job leads**; 4) **Personal branding** and 5) **Professional/Personal Development**.
- ☐ **Start your day by reviewing your goals** and deciding which goals you want to focus on for that day.
- ☐ Focus on **achieving at least 2 goals/day**.
- ☐ **Work with your energy**--look for the best times of day for you to work on particular goals. If you do your best thinking in the morning, use morning hours to work on goals requiring you to research, refine job search tools, etc.
- ☐ **Reward yourself for achieving a goal**--take a break, go for a walk, email a friend.
- ☐ **Bring your Goals Sheet to our weekly CCBC Career Club meetings**, both the on and off-line meetings. We'll help you stay on track!