



Solution

Job Search Schedule

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:

1. 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
	External Meetings – Large Group, Industry Events		3 hours for 1 event per week
Networking	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



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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

2. 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.