

WHAT SHOULD BE ON YOUR DAILY PLAN

Individuals who are accepting job offers are often the best planners. Have you ever wondered what should even be *on* a daily plan for a job seeker?

That and many more questions will be answered during this webinar:

- * Why and when you should plan?
- * What should be included on your daily plan?
- * Where to place your focus to achieve the greatest results?

WHY AND WHEN YOU SHOULD PLAN?

The greatest time management tip:

No matter what you are trying to achieve commit to daily planning.

If you are not planning out your schedule as a job seeker, you are inadvertently planning for failure.

If you experience frustrations or disappointments, you can get yourself back on track when you plan your activities for each day.

If you don't plan your day, someone else will. You could have a very busy day, but not focus on those activities that give you the best chance of scheduling interviews or accepting a job offer.

The best time to plan is at the end of each day. This ensures that no time is wasted when you begin working your plan the following morning. Many good intentions to plan in the morning may be sabotaged by unexpected interruptions.

WHAT SHOULD BE INCLUDED ON YOUR DAILY PLAN?

There are two realities that are important to embrace in a job search:

- * Finding a job takes time
- * Job seekers need goals, a plan and a schedule

Your daily plan should be guided by your daily and weekly goals. It is important to block out hours during the day that you've committed to results-oriented activity. It's important to realize there are only certain hours (prime time) of the day when you can reach prospective hiring authorities.

Those hours are normally 8:30 – 11:30 am and 1:00 – 4:00 pm. If you are conducting a nationwide search, you have increased prime time hours due to different time zones.

Refrain from doing activities during prime time hours that can be completed during non prime time hours.

These activities include research, sourcing, blog entries, and social media activities. It is important for you to determine the 20% of your time that produces 80% of your results. You want to spend most of your prime time hours focused on the 20%.

Some of those results-oriented activities include:

- * Call to follow up on CVs, Resumes, interviews, etc.
- * Schedule interviews
- * Schedule informational interviews
- * Email additional CVs or Resumes
- * Directly market yourself to prospective employers
- * Review new job postings from online search engines
- * Contact recruiters
- * Network with personal and professional contacts
- * Attend networking events | job fairs
- * Customize cover letters, CVs, and Resumes to target specific opportunities
- * Complete some of the job search steps outlined in our Career Portal under
 - o Prepare
 - o Search and Connect
 - o Interview
- * Research and sourcing

Document all your activities in the **Job Search Tracker Tool**.

The job market is extremely competitive and it is important for you to be proactive vs. reactive. You can't sit and wait for hiring authorities to contact you. It is up to you to control your job search by your planned outgoing calls vs. incoming calls.

It is also vitally important for you to track your activities. Your goal should be to talk to ten new people daily.

It is not easy to remember:

- * Where you sent your CV or Resume
- * Which CV or Resume you sent
- * Who you called
- * When to follow up
- * Which employers you've yet to contact

Plan your activities by using the Job Search Tracker Tool so you can retrieve information quickly. This allows you to sound informed on telephone calls and interviews. You can't possibly remember all conversations and actions, especially if your job search takes longer than you had anticipated.

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You also want to track all leads and individuals included in both your professional and personal networks. You can create spreadsheets on your computer, keep a three ring binder, use your outlook calendar or any other resource that will help you track activities.

WHERE TO PLACE YOUR FOCUS TO GET THE GREATEST RESULTS?

A job search is a competition. It is a sales process. It will force you out of your comfort zone. It is a process you will experience throughout your entire career. The skills you are developing in your current job search will help you with your career advancement in your future.

Your focus in a job search is to schedule as many interviews as possible.

- * Nothing can happen until you meet with a hiring authority. Only then can you progress through the interview process.
- * When you complete your daily planner ask yourself one question: "Where can I schedule an interview tomorrow?"
- * If you are finding it difficult to schedule job interviews, schedule informational interviews.
- * Don't eliminate jobs from consideration until you've had a chance to interview and meet your manager. Often jobs are customized around your top talents, or you could be considered for a different opportunity.
- * When in doubt – get out
 - o OUT of your house
 - o OUT in front of more hiring authorities
 - o OUT so you can build your network
 - o OUT so you can attend job fairs
 - o OUT of your comfort zone on a daily basis

Ask yourself these five questions when you wake up in the morning:

1. Do I have my outgoing calls planned for today?
2. Do I know who is going to receive my CV or Resume today?
3. Are my follow up contacts planned?
4. Do I have an interview or informational interview scheduled?
5. Do I know who I will add to my network today?

Just imagine for a moment, how much more you could accomplish today if you answered **Yes** to these five questions.

Follow this advice and you *will* start to enjoy results in your Job Search.