Week 1

Building your structure for the job search period

1) **Objective for the day: Create an application plan for this week (and partly next week).**

2) **Task 1:** Choose 6-8 job platforms to search for suitable positions. To measure your progress for the day and improve your search for the future, track your search:
   a) Which platform are you searching on?
   b) Which search terms did you enter?
   c) How many jobs are there in total for each search term?
   d) How many jobs did you find? Save the corresponding links.

3) **Task 2:** Which of the platforms did you like best? Create a profile or a job alert for these platforms.

4) **Task 3:** Do you also have an eye on companies that you would like to work for? Create a job alert on their website so that you don't miss any new positions.

5) **Quality check weekly schedule:** Your plan should include the following components:
   a) What are your overarching goals (professional, application, etc.)?
   b) What are your sub-goals and how do you define success?
   c) Total number of applications/week + planned applications/day
   d) Professional learning objectives at the end of the week + divided into learning objectives/day

---

Tip
Not every day has to contribute to all weekly goals. For example, you can also use just one day to achieve your learning goal by using the whole day for it.

1) **Daily goal: You know your time wasters and have approaches on how to use your time more effectively & efficiently**

2) **Input: Procrastination, time management & self-management**
- [6 Time Management Tips in under 60 seconds (1 Minute)](#)
  - [Longer Version: How I manage my time (11 Minutes)](#)
- [Beginner's Guide to the Eisenhower Matrix (7 Minutes)](#)

1) **Task: What can you do to improve your time management?**
- a) Choose different tips from the videos and think about how you can integrate these into your everyday life.
- b) Change takes time! You don't have to be perfect straight away and you can't expect to be 100% productive and efficient from 0 to 100. So give yourself time and test the tips for at least 2 weeks. Then switch and try out other methods if the first measures don't suit you and don't lead to efficient time management.

1) **Possible partner work & brainstorming:**
- b) How do you currently manage your time?
- c) What can you do to improve your time management?
- d) Which methods would you like to implement directly in the next few weeks?
- e) Do you know any other tools or methods for structuring your time in a meaningful way?

1) **Quality check for the daily goal:**
- b) You have decided on 2-3 methods and thought about how you can use them every day
- c) You have thought about how to measure your success

> **Tip**
> Successful use of time management methods can be measured, for example, by the fact that you are more relaxed, set priorities better and successfully complete more tasks in less time.

1) **Daily goal: Send 2 final applications and write at least 3 additional draft applications**

1) **Task 1: Write and send 2 final applications**
   a) For your first applications, choose job advertisements that you find interesting but are not your top 3.
      Reason: Your applications will get better over time if you keep adapting them to the company. This will give you more practice in writing applications, which will increase the quality of your applications.
   b) Read the job advertisement or the company's careers page carefully. What documents are required for the application?

1) **Task 2: Write at least 3 draft applications**
   b) Choose 3 more job advertisements and write your application documents. If you don't finish them completely and want to check them again tomorrow, that's fine too.

1) **Quality check your applications:**
   c) Grammar check?
   d) Spelling check?
   e) Showed interest in the company and position?
   f) Gave examples of why you are suitable for the role?
   g) Feel free to use our detailed checklist for CV & cover letter

---

Tip
If you are sitting in front of a blank sheet of paper and don't know how to start/what to write: Speak your thoughts out loud and simply write them down without further thought. This will give you a first draft that you can continue working on.

As today's task is very extensive, you will have the opportunity to finalize your GitHub profile and the written project list next week.

Please polish and finalize your GitHub Profile which should contain all your projects as an overview on a portfolio page. This page should be well-structured and easy to understand even for recruiters without coding skills. GitHub is a great way to showcase your abilities, so please make it as presentable as possible by focusing on grammar, structure and design.

DCI

1) **Daily goal: Reflect on your week and set effective goals**

2) **Input: Develop your goals using the [SMART method](#)**
   a) Specific: formulate goals as concretely as possible
   b) Measurable: determine qualitative & quantitative metrics
   c) Attractive: goals should be exciting for you so that you want to achieve them
   d) Realistic: possibility of implementation within the available time and resources
   e) Time-bound: set date by which the goal will be achieved

3) **Task 1:** Review your goals from this week. Are they set SMART? If you want to continue to pursue them in the near future, try to improve them using the SMART method.

4) **Task 2:** Reflect on the week using the Reflection Report and **send it to your job coach.**

5) **Task 3:** Have you achieved your application goal for this week? If not, send applications again today.

6) **Task 4:** Reflection on your future job: Write down the most important points of your dream job. Which three conditions are decisive for you and why? What compromises are you willing to make for a first job? Where do you see yourself in six months, one year, five years? Background: this task serves to make your expectations visible. Are they realistic?

7) **Possible partner work:**
   a) Improving your applications: ask your classmates for feedback on your applications. Do they see any room for improvement?
   b) Reality check: Discuss with your colleagues whether your goals and expectations from task 4 are realistic.