

# Find a Job: The *Little Book* for BIG SUCCESS

## My Weekly Plan for Success

### Your weekly plan will:

- **focus on job opportunities** – the action steps that get you closer to an interview and job;
- support your **professional development** – improve your skills and marketability;
- increase your **networking** connections;
- provide **support and stability** when the job search becomes overwhelming.

Each Friday evening, review your accomplishments for the current week and identify the activities you need to focus on during the next week. Pull out your calendar and schedule your work time – your job search time. Plug the activities in. Keep your worksheets in a 3-ring binder and track your successes!

### Examples of action steps you can take in each category – you will add specifics:

#### FOCUS ON JOB OPPORTUNITIES

- Send out a resume and cover letter,
- Follow up on a resume,
- Send a thank you note to an interviewer,
- Research a company you're interested in,
- Attend a workshop for job seekers,
- Add to your list of job leads,
- Practice interviewing with someone who has interviewing experience.

#### PROFESSIONAL DEVELOPMENT

- Take a computer class,
- Read a book or magazine article related to your professional field,
- Attend a workshop or conference related to your professional field,
- Listen to a lecture or podcast related to your industry or field,
- Visit the library and conduct a search on recent articles about your industry or field; copy and include in your notebook for review prior to an interview.

#### NETWORKING

- Prepare your list of 100 contacts or add to it,
- Put a networking event on your calendar (use the newspapers for scheduled events),
- Contact someone in your field or industry for an informational interview,
- Schedule networking meetings,
- Attend a professional association meeting.

#### PERSONAL SUPPORT

- Exercise, move, walk,
- Attend a job seekers networking or support group,
- Volunteer,
- Invite another job seeker to coffee and make it all about them,
- Take time each day for solitude, meditation, or reflection. Be grateful. Breathe.

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# Find a Job: The *Little Book* for BIG SUCCESS

Weekly Plan for Success for

Week of

## JOB OPPORTUNITIES

The **most important action** I can take this week is to

I will take action on these **job opportunities**:

Action / Measurement	Deadline	Completed/ Comments
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

## PROFESSIONAL DEVELOPMENT

In order to **improve my skills and marketability**, I will:

Action / Measurement	Deadline	Completed/ Comments
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

## NETWORKING

To increase my ability to **connect with people** who may be helpful in my job search, AND connect with **people with whom I can be of service**, I will:

Action / Measurement	Deadline	Completed/ Comments
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>



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## PERSONAL SUPPORT

In order to **stay focused and energized** during this time of transition, I will:

Action / Measurement	Deadline	Completed/ Comments



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*SAMPLE Weekly Plan for Success* \_\_\_\_\_ Jane Doe \_\_\_\_\_

Week of \_\_\_\_\_ July 5, 2009 \_\_\_\_\_

## JOB OPPORTUNITIES

The **most important action** I can take this week is to \_\_\_\_\_ get my resume done and sent out. \_

I will take action on these **job opportunities**:

Action / Measurement	Deadline	Completed/ Comments
Send resume and cover letter to ABC Corporation	Tuesday 7/7	<i>(Next week: list the date you sent it in)</i>
Add 3 new job leads to my job leads list	Friday 7/10	<i>(Next week: list the 3 job leads)</i>

## PROFESSIONAL DEVELOPMENT

In order to **improve my skills and marketability**, I will:

Action / Measurement	Deadline	Completed/ Comments
Take an Excel computer class at the Library in Shoreview on Thursday	Thursday 7/9	
Read three chapters in the book "Be Heard Now"	Friday 7/10	

## NETWORKING

To increase my ability to **connect with people** who may be helpful in my job search, AND connect with **people with whom I can be of service**, I will:

Action / Measurement	Deadline	Completed/ Comments
Attend the White Bear Chamber Morning Networking event on Wed; connect with two people I can follow-up with for potential leads or more contacts	Wednesday 7/8	<i>(Next week: list the two people you connected with and plans for follow-up)</i>
Call 3 people; ask if they will review my resume and suggest one person I can contact	7/10	<i>(Next week: list the 3 people you contacted)</i>

## PERSONAL SUPPORT

In order to **stay focused and energized** during this time of transition, I will:

Action / Measurement	Deadline	Completed/ Comments
Walk 30 minutes every day, Monday - Friday	Friday 7/10	
Volunteer at the Humane Society on Wednesday for 1 hour	Friday 7/8	

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