

EXAMPLE OF A WEEKLY JOB SEARCH SCHEDULE

Looking for a job is your job now – plan your time each day. Below is a sample schedule. Adapt for your needs. Networking groups may be in the morning or evening times. Include time for interviews, skills classes, informational meetings, and other job search activities.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Apply Online	Apply Online	Apply Online	Apply Online	Volunteer
9:00	Apply Online	Apply Online	Apply Online	Apply Online	Volunteer
10:00	Apply Online	Apply Online	Apply Online	Apply Online	Volunteer
11:00	Apply Online	Apply Online	Apply Online	Apply Online	Volunteer
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	Networking	Networking	Networking	Networking	Networking
2:00	Networking	Networking	Networking	Networking	Networking
3:00	Follow-up	Follow-up	Follow-up	Follow-up	Follow-up
4:00	Follow-up	Follow-up	Follow-up	Follow-up	Follow-up
5:00	Preparation	Preparation	Preparation	Preparation	Preparation