

## Plan Your Job Search

- Make looking for work a full time job.
- Set up a place you can work with a phone, an on-line computer if available, a place to write and paper and pencils.
- Choose the days and times you will work.
- Work on your job search for 25 hours each week.
- Create a job search schedule using a calendar.
- Use the telephone as your main source to develop job leads.
- Create a daily contact sheet to list the 20 people or businesses you plan to contact by phone each day.
- Make at least two face-to-face contacts a day for informal or formal interviews.

## Job Search Calendar

### Directions:

Plan to spend at least 25 hours each week. That's an average of 5 hours per day, Monday through Friday. Keep a record of your job search on this calendar.

Write in the start time and ending time each day. Also write what you did, like: phone calls, face-to-face contact, interviews, or getting information about a specific place you might like to work.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							

## Job Search Contact Sheet

1	Name: _____ Phone: _____ Company/Relationship: _____
2	Name: _____ Phone: _____ Company/Relationship: _____
3	Name: _____ Phone: _____ Company/Relationship: _____
4	Name: _____ Phone: _____ Company/Relationship: _____
5	Name: _____ Phone: _____ Company/Relationship: _____
6	Name: _____ Phone: _____ Company/Relationship: _____
7	Name: _____ Phone: _____ Company/Relationship: _____
8	Name: _____ Phone: _____ Company/Relationship: _____
9	Name: _____ Phone: _____ Company/Relationship: _____
10	Name: _____ Phone: _____ Company/Relationship: _____