

"Revise my resume"	S.M.A.R.T. – Create two alternative versions of my resume, ready for distribution, by next Sunday night.
"Contact my references"	S.M.A.R.T. – Identify at least one reference for each of my previous jobs, contact them with my resume and information on jobs I'm seeking, within the next month.
"Search online for job possibilities"	S.M.A.R.T. – Check online for job possibilities at least twice each week, persistently searching for at least one hour each time.
"Send thank you e-mails"	S.M.A.R.T. – Send thank-you e-mails within 24 hours of an interview to each person involved in the interviews.