JOB SEARCH ACTION PLAN WORKSHEET

CLIENT NAME: _____ **DATE:**

_____ **WORKING: F/T ☐ P/T ☐ N/A ☐**
JOB SEARCH: F/T ☐ P/T ☐

Below is your Personal Marketing Action Plan. It is designed to help you schedule your job campaign activities on a week by week basis. As you work with your coach to establish a realistic activity schedule, consider all your present obligations, including your current position and family responsibilities. Keep in mind that job search activities, such as telephone follow-up, interviewing, travel, computer work, and research require both time and commitment.

Start by estimating your schedule for the first two weeks, the percentage of time you will commit and/or the number of contacts you believe you can make during this period. Remember, this is a tentative scheduled based on the goals you have set at this time. You should inform your coach of any adjustments you make to this guideline as your circumstances change. This is an electronic form and you can fill in each box while working at your computer.

Start Date:

Action Channels	**Total**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Ad Responses													
Direct Mail: Targeted Firms (or Mass Mailing)													
Networking Opportunities (Business Events)													
Recruiters													
Telemarketing													
Networking: Friends/Acquaintances													
Networking: Influential Strangers													
Networking: Referrals													
Interviews													
Phone or Letter Follow-Up													