

Date Day No. Step No. Action

Job Search Strategy and Daily Plan

Date

1	1	<i>Read</i>	Attitude Coping with Job Loss Don't doubt yourself Getting over the shock
1	1	<i>Complete</i>	<i>Attitude Questionnaire</i> So you've lost your job Spousal issues, The Stocksdale Paradox
2	2	<i>Read</i>	Measuring your vocational interests, Accomplishments
2	2	<i>Start work on</i>	Complete Accomplishment Form,
3	2	<i>Complete</i>	Strengthfinders, Strong Vocational, Emotional Intelligence Assessments
3	2	<i>Order</i>	<i>business cards</i>
3	2	<i>Sign up for</i>	<i>Toastmasters</i>
3	2	<i>Establish personal contact with local</i>	<i>Work Force Center</i>
3	2	<i>Continue work on</i>	<i>Accomplishment form</i>
4	3	<i>Read:</i>	Why Networking Works, Networking Guide, How to get a networking interview
4	2	<i>Continue work on</i>	<i>Accomplishment form</i>
4	3	<i>Read:</i>	Network conversation starters
5	3	<i>Review:</i>	My Marketing Strategy Form example
5	3	<i>Develop:</i>	Your network appoint request script and phone script
5	3	<i>Start work on your</i>	<i>Network Handout form</i>
5	3	<i>Develop:</i>	Your network contact worksheet
5	3	<i>Select:</i>	Three networking support groups and commit to attend; i.e., St. Andrews and Grace Church
6	1	<i>Take the day off but still tell someone you are looking for a job</i>	
7	1	<i>Attend church but still tell someone you are looking for a job</i>	
7	1	<i>Commit to one weekly volunteer activity</i>	
7	1	<i>Calculate "points" on Job Activity Weekly Scorecard</i>	
8	3	<i>Attend Wooddale Job Transition Support Group</i>	<i>church but still tell someone you are looking for a job</i>
8	3	<i>Develop:</i>	Target employer list, add to your Network Handout form
9	3	<i>Spend the day reviewing the complete</i>	<i>Yahoo site for networking contacts</i>
9	3	<i>Develop network contact list of family, friends, former employers</i>	
10	4	<i>Read:</i>	<i>Resume Development, Resume Development Guidelines, The employer's bottom line about resumes</i>
10	4	<i>Start work on updating</i>	<i>Resume based on Resume examples, either chronological or functional</i>
11	4	<i>Go to the James J. Hill library in St. Paul to develop a list of 100 organizations that use your job skills</i>	
11	4	<i>Identify to highest level executive possible in each of these companies.</i>	
12	4	<i>Read from Step 4, Marketing Materials the Marketing Letters and Examples document</i>	
12	4	<i>Create a first draft of your Marketing Letter to those identified in Day 11 above.</i>	
13		<i>Take the day off, do something fun, but still tell someone you are looking for a job</i>	
14		<i>Attend church but still tell someone you are looking for a job</i>	
14	4	<i>Review your marketing letter with one of the Yellow Tags</i>	
14	4	<i>Reread and review your resume, send to a Yellow Tagger for comment</i>	

- 14 4 *Calculate "points" on Job Activity Weekly Scorecard*
- 15 4 *Mail 100 marketing letters to your list developed in Day 11 above*
- 16 4 *From your list of network contacts set up five face to face appointments per week*
- 16 4 *Review Indeed.com and generate a list of 10 potential jobs*
- 17 4 *Review Yahoo lists to find network contacts for the Indeed.com job openings*
- 17 4 *Read "A cover letter in four easy steps" and "A cover letter as easy as 1-2-3" and other readings on cover letters*
- 17 4 *Develop cover letter for review by a yellow tag*
- 18 4 *Spend one day developing your "proofs of performance"*
- 19 5 *Read the articles in the Interviewing section, with emphasis on Behavioral Interviewing and the 64 toughest interview questions*
- 21 5 *Schedule and attend the Interviewing workshop on Wednesday at the St. Andrews Job Transition Support Group.*
- 22 5 *Read articles and plan your second interview strategy*
- 22 6 *Buy Thank You cards*

Done

