

# Daily Job Search Planner



*A thorough job search involves many steps. You will make phone calls, send résumés, cover letters, thank you notes, arrange meetings and organize follow-up activities for each potential job opening. Planning and organizing your job search is the best way to ensure that all the steps are taken. Set aside time each day to plan what you want to accomplish during the day. The form below will help you plan your day's job search activities. Make copies of this form and use one each day.*

## Job-Search Planner

Date : \_\_\_\_\_

Day of the week: \_\_\_\_\_

### People I need to contact today

Name / Title

Phone Number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### People I need to send letters, résumés or applications to today

Name / Title

Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### Workforce Connection Centers

Citrus County - 1103 E. Inverness Blvd., Inverness, FL 34452 | 352-637-2223

Levy County - 109 N.W. 3rd Ave., Chiefland, FL 32626 | 352-493-6813

Marion County - 2703 N.E. 14th St., Ocala, FL 34470 | 352-840-5700

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## Daily Job Search Planner

Day \_\_\_\_\_

Date \_\_\_\_\_

### Appointments or interviews scheduled today

<u>Where</u>	<u>With Whom (Name / Title)</u>	<u>Time of Appointment</u>	<u>Phone Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Other job search steps I need to take today

(Check Internet web sites, job banks, newspapers, research companies, make networking calls, etc.)

<u>Action</u>	<u>Person</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Job search activities I need to schedule for future days

<u>Activity</u>	<u>Date to do</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Time I spent on my job search today \_\_\_\_\_