

Schedule & Time Management Tips for Job Seekers

Day 1

- Review your resume and cover letter. Update both as necessary.
- Check local and national publications and job search websites for job openings.
- Apply via email and the web to as many jobs as possible to get yourself motivated.

Day 2

- Set your alarm each morning. Keep getting up as if you were going to work so you won't have a difficult time adjusting to your schedule when you start a new job.
- Check your phone messages and email and respond to employers right away.
- Make a list of your networking contacts.
- Choose your best references. Ask each person if they would mind being a professional reference for you and give them an updated copy of your resume. And touch base with them each week to see if anyone has contacted them.
- Create (or use) a job search worksheet to keep track of which jobs you apply for at which companies. Leave a space to make notes on your follow ups.

Day 3

- Follow up to anything sent on Day 1.
- Check newspapers and Web sites for new job openings. Apply to at least 5 jobs (if possible).
- If you can, create a "support group" or contact your nearest Maryland State Career Center and join their job club if applicable.
- Look up professional organizations and Web sites in your field. Sign up for free emails from the groups and get a list of their upcoming events.
- Stay organized. If possible, create a space in your house for your job search (near the computer and the phone).
- Check your phone messages and email. Immediately follow up with employers.
- Take care of yourself. Get some exercise, take a break and clear your head. Stay active, stay alert.

Day 4

- Look for businesses in walking or driving distance of your neighborhood. Make note of every business that could have use for your skills. Be creative and think of ways you could fit in with a company.
- Get out. Don't get stuck in your house job searching. You can job search at the library or a Maryland Career Center.
- Stay informed. Watch the news, read the business section of the newspaper. Pay attention to local and world events.
- Follow up with the jobs you applied for on Day 2. Check to make sure they received your resume.
- Apply to at least 5 jobs.
- Socialize. Take your mind off your job search and reconnect with other important things in your life.

Day 5

- List 5 people with whom you want to do informational interviews with.
- Think of taking on a short-term job in your field if one becomes available. Sign up for a temp agency or volunteer for a nonprofit agency or school in a position that is in your field. Even if you don't get paid, it will look great on your resume and you can use these new clients as references.
- Make your schedule for next week's job search.
- Ask for help. At any time during your job search, don't forget to ask people around you or a career counselor of new ideas on how to find work.
- Other: _____
- Other: _____
- Other: _____