Understanding Job Postings & Exploring Opportunities

Scheduling Job Search

Weekly Time Budgeting

Estimate how many hours you can realistically dedicate to job searching this week. Consider your other commitments and energy levels.

Total Hours Available for Job Search This Week: _____

Breakdown by Activity:

- Resume/Cover Letter Writing: _____ hours
- Job Applications: _____ hours
- Networking: _____ hours
- Interview Preparation: _____ hours
- Researching Companies: _____ hours

Daily Planning

Plan your job search activities for each day. Be specific about what you'll do and when.

- Monday: _____
- Tuesday: _____
- Wednesday: _____
- Thursday: _____
- Friday: _____
- Saturday: _____
- Sunday: _____

Prioritizing Job Search Activities

List your top 3 priorities for this week's job search. Focus on tasks that will have the most impact.

- Priority 1: _____
- Priority 2: _____
- Priority 3: _____

End-of-Week Reflection

Reflect on your progress and challenges. Use these prompts to guide your reflection.

- What did I accomplish this week?

- What challenges did I face?

- What will I do differently next week?

- How do I feel about my job search progress?