

My 14-day Job Search Project Plan

** What are my overall job searching goals?*

Goal 1: Secure a full-time job that pays over \$55,000 per year with some healthcare benefits by June 15, 2020 in XX city

Goal 2: Expand my professional networks by 50 people and improve my interpersonal skills through the job searching process, by June 15, 2020

Goals for the Week	End of Week Check	No.	Day	Date	Dedicated Action / Task	Up to the challenge?	Need peer support & feedback? (Share in the "Connect the Job Seekers" LinkedIn Group)	Status (Completed / Not Completed)	Notes	Follow Up		
Job search tools - Updated my resume and LinkedIn profile Networking - Expanded my LinkedIn connections by 20 people Research - Researched 5 companies that I am interested in	Resume and LinkedIn profile updated; Grew my LinkedIn connections by 34 people; Identified top 4 companies that I will closely follow	Day 1	Sunday	Mar. 29, 2020	Build my job search project plan	Create a job search project plan that is SMART (specific, measurable, attainable, realistic and time bound)	Share my job search project plan for feedback from peers in the LinkedIn group					
		Day 2	Monday	Mar. 30, 2020	Identify my job search priorities	Make a list of my job search priorities, and rank them in the order of importance	Ask peers about what they do to prioritize the list					
		Day 3	Tuesday	Mar. 31, 2020	Identify 5 job postings that I can apply for	Go to the job boards to search for jobs, look for detailed information such as location, industry, position, qualifications required, working condition, etc.	Share my favourite job search source in the group					
		Day 4	Wednesday	Apr. 1, 2020	Research about these 5 employers	Know the values, mission, vision, industry profile, current projects of these 5 employers, think about 1 problem you can help these employers solve (these will be the talking points during interview)	Share 2 questions I have for these employers during interview					
		Day 5	Thursday	Apr. 2, 2020	Update my resume	Make the resume precise and to the point - 1, 2 or 3 full pages, regular size 11.5 + font, describe accomplishments	Share my resume for feedback from peers					
		Day 6	Friday	Apr. 3, 2020	Update my LinkedIn profile	Expand my LinkedIn connections by adding 20 people	Invite people to critique on my updated LinkedIn profile					
		Day 7	Saturday	Apr. 4, 2020	Self reflection - How did I do this week? What were some things I did well and what were some things I did not do well? What are my goals for next week?							

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Job Search Tools - Sharpened my interview skills by practicing 3 questions everyday Networking - Connected with at least 5 new professionals who can provide job information Research - Identified an area of skills / knowledge that I need to work on	Practiced 4 questions daily; Connected with 3 new professionals; Identified two areas of skills / knowledge that I need to work on	Day 8	Sunday	Apr. 5, 2020	Contact 5 people I already know	Create an email and phone message template that I can use in the future	Share what is the hardest part of reaching out to people I know, and get feedback from peers			
		Day 9	Monday	Apr. 6, 2020	Create a list of 5 new people I need to connect with, through which method and for what reason	Contact these 5 people through the method you identified	Utilize my peer group to get advice on how to connect with other professionals			
		Day 10	Tuesday	Apr. 7, 2020	Prepare for my elevator pitch	Practice my elevator pitch with 3 people and ask for feedback	Share my recorded elevator pitch in the Group for feedback from the peers			
		Day 11	Wednesday	Apr. 8, 2020	Sharpen my interview skills	Prepare 3 different interview questions everyday	Share the 1 question I have trouble with, and seek feedback from the peers			
		Day 12	Thursday	Apr. 9, 2020	Understand the skill / knowledge that I lack	Explore an online course / webinar that I can take within my budget	Share a good source of online course / webinar with the Group			
		Day 13	Friday	Apr. 10, 2020	Understand what other areas of jobs I can do	Explore another area of jobs I can do through job boards and connections	Share with the Group how I came up with this other area of job			
		Day 14	Saturday	Apr. 11, 2020	Self reflection - How did I do this week? What were some things I did well and what were some things I did not do well? What are my goals for next week?					