



meema esguerra

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM	Plan out your day Return calls Schedule appointments					NO JOB SEARCHING ACTIVITIES ON THE WEEKEND.	
9:00 AM	Branding and letters	Job board activities	Branding and letters	Self-development	Self-development		
10:00 AM	Sending email and messages	Networking calls	Sending email and messages	Networking calls	Self-development		
11:00 AM	Research Prep for interview if any						
12:00 PM	LUNCH						
1:00 PM	Appointments Lead Generation		Errands (If applicable) • Personal visits to companies and employment agencies. • Print out and	Appointments Lead Generation			
2:00 PM							
3:00 PM	(At 3pm, return calls if there's no appointment) Appointments / Lead Generation / Self-development						
4:00 PM	Appointments / Lead Generation / Self-development						
5:00 PM	Wrap up: • Evaluate progress, finalize tracking for the day • Send thank you notes • Review goals						
Weekly Review					Weekly wrap up: • Organize stories, cover letters and resumes • Review tracking sheet • Prep next week's schedule		



Job Search Areas	Activities
Appointments	Screening Interviews Networking Job fairs Coffee dates
Branding and letters	Customize new cover letters Update resume Update LinkedIn profile Create follow-up letters
Job board activiites	Update job board profiles Research Submit applications
Sending email and messages	Send emails and messages in social media (LinkedIn) - job applications - following-up - networking emails or messages
Research time	Finding networking events and job fairs Research on job positions and companies Research for upcoming interview Looking for new connections online
Lead Generation	Reaching out to connections Looking for companies with certain job positions Networking and coffee dates LinkedIn Job boards
Self-development	Side projects Volunteer work Studying / Reviewing skills and technologies Job searching skills Coaching