

Job Search Action Plan

The average time to secure a job is typically 6-12 months. Depending on where you are in your program, and your career goals – how much time should you dedicate to your job search and how should you spend that time? The closer you are to completing your degree/training, the more time you should dedicate to the job search.

How much time will you dedicate to your job search on a weekly basis?

(Be specific, keeping in mind how soon you are hoping to find a position)

What top three strategies do you plan to use immediately based on where you are currently in your search?

- 1.
- 2.
- 3.

How will you best schedule your job search time commitments?

(Example: daily planners, Outlook calendar, phone app, to-do lists, Eisenhower matrix)

Write out your Action Plan.

(Example: Using Google Calendar to schedule my time commitments, I plan to spend 6 hours per week on my job search for the next 3 months. The top three strategies I plan to use are x,y,z.)

Networking Plan

The top five contacts I will reach out to are:

- 1.
- 2.
- 3.
- 4.
- 5.



Helpful Tip

Try to spend at least 50% of your dedicated time to networking.