

Job Search Worksheets: Time Management

I will begin my active job search on _____. I plan to spend _____ hours per week conducting my job search. (A minimum of 10 hours weekly is recommended while you are still working.)

| Job Search Technique | Percentage of Time Using each Job Search Technique | Hours Spent Using each Technique |
|----------------------|--|--|
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| | | |
| Totals: | 100% | _____ hours (Should equal total number of commitment hours) |

Weekly Job Search Schedule

| Days/Dates | Job Search Schedule (Blocks of Time Each Day for Job Search) | Number of Hours |
|------------|---|-----------------|
| MONDAY | | |
| TUESDAY | | |
| WEDNESDAY | | |
| THURSDAY | | |
| FRIDAY | | |
| SATURDAY | | |
| SUNDAY | | |
| | Total Hours per Week | |