



Book Resources

DAILY JOB SEARCH PLANNER		
Day	Task	Done
MONDAY	Identify decision-makers at target companies.	_____
	Check for job opening or news briefs on target company websites	_____
	Send a LinkedIn message to 3 friends or former colleagues	_____
	Read/share/comment on LinkedIn post pertaining to role/industry	_____
TUESDAY	Share a post of interest on LinkedIn/comment on another's post	_____
	Customize your LinkedIn newsfeed, follow hashtags of interest	_____
	Schedule coffee date or Zoom call with an industry connection	_____
	Engage in LinkedIn conversations	_____
WEDNESDAY	Follow companies of interest on LinkedIn	_____
	Send intro message to 1 new LinkedIn connection	_____
	Research and subscribe to an industry newsletter and blog	_____
	Add more companies to target list, ID decision-makers	_____
THURSDAY	Visit a target company's LinkedIn page, comment on/reshare their post	_____
	Schedule a coffee or Zoom call with an industry connection	_____
	Send intro email to 2 connections with resume attached	_____
	Ask 2 recruiters to connect on LinkedIn with a customized message	_____
FRIDAY	Visit targeted decision-makers' profiles and comment on their posts	_____
	Share a post of interest on LinkedIn/comment on another's post	_____
	Add one skill, course or new keyword to your LinkedIn profile	_____
	Search/apply for jobs on LinkedIn; record on tracking spreadsheet	_____
SATURDAY	Review colleagues' LinkedIn connections to find ppl to connect with	_____
	Ask 4 people to connect on LinkedIn with a customized message	_____
SATURDAY	Relax	_____
SUNDAY	Take a quick online training class/webinar pertaining to your next role	_____
	Catch up on steps not completed earlier in the week	_____