

Organizing Your Search Week

30 - 35 Hours A Week

Day	Primary Activity	Comments
MONDAY	Networking with Companies or Other Business Contacts (Bankers, etc.)	<ul style="list-style-type: none"> ▶ Focus on companies or business contacts early in the week, so you can follow-up with networking leads provided
TUESDAY	Networking with Companies or Other Business Contacts (Bankers, etc.)	<p><u>Dedicate time to Meeting follow-up:</u></p> <ul style="list-style-type: none"> ▶ Follow-up notes ▶ Make all of your promised introductions ▶ Reach out to all network connections given
WEDNESDAY	Business Development/ Networking with Companies or Other Business Contacts	<ul style="list-style-type: none"> ▶ Set aside 3-4 focused hours of time working on filling the upcoming 2 - 3 weeks on your calendar ▶ Work your network for leads
THURSDAY	Open Networking	<ul style="list-style-type: none"> ▶ Time to help other candidates <p><u>Dedicate time to Meeting follow-up:</u></p> <ul style="list-style-type: none"> ▶ Follow-up note ▶ Make all of your promised introductions ▶ Reach out to all network connections given
FRIDAY	Open Networking/ Prep for upcoming week Network Follow-up	<ul style="list-style-type: none"> ▶ Send confirmation e-mails for all upcoming meetings - include resume again, especially if meeting was set more than 1 week ago ▶ Dedicate 2 hours to follow-up with individuals met previously - new connections you can offer, search status, items of interest, etc.
SATURDAY	Update Tracking Information (1 hour - Max)	<ul style="list-style-type: none"> ▶ Keep records of activity ▶ Update Outlook contact, etc.
SUNDAY	Monthly only: Re-read your documents (targeted role, resume, etc.)	<ul style="list-style-type: none"> ▶ Make sure it reflects your current thinking - feedback received, etc. Practice your pitch.