Weekly Job Search Planner

Name: **Week beginning:**

Goals for the week

Total job applications to submit:	
Networking events/contacts:	
Skills to improve/develop:	
Other priorities:	

Notes:

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SDM TRAINING SERVICES

BEE WORK READY

Daily Planner

Day	Job Applications Submitted	Networking Activities	Skills Training / Development
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

SDM TRAINING SERVICES

BEE WORK READY

Job Application Tracker

Date	Job Title	Company Name	Deadline	Application method and Status

Networking Tracker

Contact Name	Company / Organisation	Networking Method	Notes / Action Items