

Weekly Checklist

Your next step in your job search or career transition:

- _____ Prayer
- _____ Meet with _____
- _____ Meet with _____
- _____ Call _____
- _____ Thank _____
- _____ Email _____
- _____ "PING" email _____
- _____ "Phone Appointment" _____
- _____ Research _____
- _____ Study _____
- _____ Volunteer at _____
- _____ Join a group on LinkedIn
- _____ Do something FUN!
- _____ Develop/practice "30-second commercial"
- _____ Go to a Networking Meeting/Job Club
- _____ Get business cards printed
- _____ Make list of target companies - research company and contacts there
- _____ Attend an association meeting
- _____ Help someone else
- _____ _____