



30 Day Job Planner

*“I **promise** if you follow these instructions closely, you **will** create several job opportunities.”*

-Claude Lee Massey, Claude Massey Consulting

Instructions:

1. Complete Day One Checklist
2. Print out the 30-day calendar at the bottom of this PDF
3. Every day, complete Daily Checklist
4. Put an “X” through each day as you complete the checklists.



Day One Checklist:

- Clean up your Facebook profile - inappropriate pictures / posts

- Make sure your CV looks great

- Join Facebook groups

- Setup a LinkedIn profile

- Send your CV to all 72 recruiters



Daily Checklist:

- Do five minutes of “Attitude of Gratitude” - Be grateful for the fact that you are alive and breathing, and for all of the good things in your life! :) You have the opportunity to find a great new job, today is a new day, and anything is possible!

- Review notes you have taken and perform follow-ups

- Go through “Facebook Groups” & “LinkedIn Jobs”

- Check website Job listing boards

- Read a 5-minute article or watch a 5-minute YouTube video to learn the newest information about the field in which you are trying to find a job. Become an expert!

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30