



Template: **JOB SEARCH ACTION PLAN**

Getting the job you want takes time and energy. You'll have good days and bad days. Having an action plan and a timetable will help you focus and achieve your aims. Try to use a mixture of activities in your job search - spending hours alone in front of a computer screen is miserable and unlikely, on its own, to lead to success.

Try to treat looking for a job as a part time job in itself - make sure you give yourself days off too!

Action plan for my job search

My priorities are: _____

These are the activities I will use in my search:

Speculative approaches Recruitment agencies Networking Advertised vacancies

Within the next month I will: _____

Within the next 3 months I will: _____

Within the next 6 months I will: _____
