

The Job Winner's Diary

Day	Date	20
Schedule	A/B	Task list
8.00		
9.00		
10.00		
10.30		
11.00		
11.30		
12.00	Places to go / People to contact Notes	
12.30	Organisation	
1.00	Contact name	
1.30	Address	
2.00	Tel	
3.00	Organisation	
4.00	Contact name	
5.00	Address	
6.00	Tel	

The Job Winner's Daily Action Planner

Day	Date	20
A What are my <i>active</i> job leads for today? (Max 3; min 2)		
	1. _____	
	2. _____	
	3. _____	
B What am I doing today to follow them up?		
	<input type="checkbox"/> Research at the Library / Career Information Centre / Internet / other for (which leads?) _____	
	<input type="checkbox"/> Telephoning to set up an interview for (which leads?) _____	
	<input type="checkbox"/> Preparing for an information / employment interview for (which leads?) _____	
	<input type="checkbox"/> Attending an interview for (which leads?) _____	
	<input type="checkbox"/> Thank you note / telephone call for (which leads?) _____	
	<input type="checkbox"/> Tailoring and sending off a résumé / job application for (which leads?) _____	
	<input type="checkbox"/> Other (please specify) _____ for (which leads?) _____	
Have you entered these tasks in your diary? YES NO		
C Results		

