

Daily Activity Worksheet

How to Use the Daily Activity Worksheet

Before assigning a point value to an activity that you will include on your daily activity worksheet, ask yourself:

- 1. What works best for me?** The effectiveness of different job hunting techniques can be influenced by different factors, such as your age, job type, where you live, and how accomplished you are at each job search activity. Give the highest scores to the activities that seem most effective.
- 2. What comes easy to me?** Use your daily activity worksheet to curb the natural tendency to gravitate toward activities that are easiest for you. Associate higher scores with activities you know are effective but you don't enjoy.
- 3. Where am I in my job hunt?** If you have had several interviews, activities and scores should encourage follow-up with employers with whom you've already met.

Getting started

1. Every weekend, print out a Daily Activity Worksheet.
2. Prepare the following week's worksheet by filling in activities and scores. Also include that week's goal—and reward—to remind yourself what's on the line each day.
3. The following week, track your activity every day. Each day, you will want to complete 40 points worth of activities that support your job search. Don't fall behind on activities or tracking.
4. If you meet your goal, reward yourself.

Tips for Effective Use of Daily Activity Worksheets

- Activities may change as your job hunt matures. For example, when you begin, you may include several learning activities and prep work, such as completing your resume. Later, when prep work does not require as much time, activities like follow up should be included.
- Adjust scores for activities as you realize what works and as your job hunt matures. However, always be consistent in assigning your scores a week at a time.
- If it's difficult to be unbiased when assigning a point value for activities, ask a spouse or friend to help out by becoming "keeper of the worksheet."
- Scores can be assigned in different ways. For example, you might start with an hourly score for using a job board. Later, you may change it to a specific number of points for each job applied for.
- Make the worksheet activity as effective as possible by including formal goals and meaningful rewards and consequences.
- Potential employers may often ask how you are conducting your job hunt. Completing a daily activity worksheet is an excellent example to share with an interviewer to demonstrate how motivated and productive you are in your job search.

