WEEKLY CAREER PLANNING GOALS

WEEK OF: <enter date of last update here>

TO DO LIST	GOAL AREA	WEEKLY GOALS	MON.	TUE.	WED.	THUR.	FRI.	TOTAL ACHIEVED	+ or - VS TOTAL
	Research Activities								
	Review Target Companies								0
	Identify New Target Companies								0
	Articles Read								0
	Research Activity Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Prospecting Activities								
	Calls For Information							0	0
	Calls For Appointments							0	0
	Follow Up Calls							0	0
	Letters To Target Companies							0	0
	Letters To Advertisements							0	0
	Review Job-Site Listings							0	0
	Number of On-line Applications							0	0
	Prospecting Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Networking Activities								
	New Contacts							0	0
	Schedule Meetings							0	0
	Phone Conversations							0	0
	Events Attended							0	0
	Follow Up Letters / E-mails Sent							0	0
	LinkedIn Connections Made							0	0
	LinkedIn Recommendations Sent							0	0
	Networking Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Resume Activities								
	Number of Resumes Sent							0	0
	Video Resumes Sent							0	0
	Resume Activity Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Interview Activity								
	Number of Practice Interviews							0	0
	Review Top 50 Questions							0	0
	Number of Phone Interviews							0	0
	Number of Face-To-Face Interviews							0	0
	Interview Activity Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Total Activity	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**