

A job search calendar is a particularly useful tool as it forces you to organize your thoughts and actions. While it may be easier to fumble about, sending a resume here or there, you will be more successful in your search if you execute it with streamlined structure and efficiency.

Depending on how far in advance you begin your job search, you may have weeks or even months to plan your actions. One of the early steps you should initiate is to evaluate your skills and qualifications in preparation for creating your resume. You should start this early to allow yourself time to make additions and corrections to the document; so, the more time, the better. If you have a lot of time available to prepare, you may also consider additional training or education to aid your search.

Another aspect of your job search you should begin immediately is to network with people in the field you are in or wish to be in. Professional associations are a useful way to do this. Not only do they put you in contact with the people you need to know, but it also looks good on your resume.

Once you have the basics covered, it is time to get into the real organizational aspect of your job search. You should prepare the groundwork to achieve your ultimate goal of obtaining a job by a particular date. While you may not be able to guarantee you will be hired before that time, it is better to create a self-imposed deadline in order to proceed with a sense of urgency. It is easy to be "urgent" without ever actually *doing* anything; preparing the calendar makes "productivity avoidance" more difficult.

You should set a schedule for yourself that may include applying with various employment agencies, perusing the classifieds, sending out resumes, and following up on contacts. You may have to send out a lot of resumes to obtain employment, but by achieving each step, you can feel a sense of accomplishment before you actually get a job. This keeps you busy and moving forward instead of becoming discouraged and, therefore, immobile.