



The Perfect Day Plan Template

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Day Plan Key

Urgent Admin: Clear emails, reply to LinkedIn messages, voice notes to new connections - Compulsory, CV/Resumes on the system, Organise your day

Closest to the Money: Interview feedback, Lead Chase, Offer Management, CV Feedback, Job Brief

Candidate Work: Resource for roles, Open to Work candidates, previously placed candidates, Job Ad responses.

Business Development: Clients who came back on spec. follow up calls, leads for new roles, other contacts in businesses you've placed with, Podcast outreach, References flip to client calls.

Set Up for Success: LinkedIn Outreach, Job Board Scraping, Add New Connections on LinkedIn, Send Open to Work Messages, Put advert out—this sets you up for tomorrow.

Time	Action (What are you going to do?)	Objective (What do you want to achieve?)
1 hour – First thing in the morning.	Urgent Admin	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 hours	Closest to the money	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 hours	Candidate Work OR BD	<input type="checkbox"/> <input type="checkbox"/>

