

Free Self-Coaching Guide

Welcome!

This is your free Self-Coaching Worksheet
Job Search Management

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15- JOB SEARCH MANAGEMENT

A successful job search requires the same level of structure, strategy, and professionalism as any important work project. This toolkit helps you establish a productive framework, prioritize high-impact activities, track meaningful metrics, and create accountability systems that maintain your momentum. By treating your job search as a professional project, you'll achieve better results with less frustration.

PROFESSIONAL FRAMEWORK SETUP

Create the foundation for your professional job search:

1. **Dedicated Schedule:**

- What specific days and times will you set for job search activities?
- How will you protect these time blocks from other demands?

2. **Workspace Organization:**

- Where will you conduct your job search activities?
- How will you prepare this space to maximize focus and efficiency?

STRATEGIC FOCUS AREAS

Divide your job search into distinct components:

3. Weekly Activity Allocation:

Activity	Time Allocation	Priority Level (H / M / L)
Research & Target Company Identification		
Networking & Relationship Building		
Resume/Application Customization		
Interview Preparation		
Skill Development		
Job Search Administration		

4. Daily Prioritization:

- My "stretch activities" (high-impact, potentially challenging tasks):

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- Best time of day to tackle these activities: _____

TRACKING SYSTEM

5. Weekly Metrics Tracker (example):

Metric	Target	Actual
Quality Applications Submitted		
Networking Conversations		
Follow-up Communications		
Interview Opportunities		
New Skills/Knowledge Developed		

6. Quality Assessment:

- For each application, rate your preparation level (1-10): _____
- For each networking interaction, rate your research level (1-10): _____
- How can you improve your quality score next week?

ACCOUNTABILITY SYSTEM

Create structures that ensure follow-through:

7. Accountability Partner:

- Who will check in on your job search progress?
- When and how will you report on your activities?

8. Weekly Review Process:

What's working well in my search approach?

- What one change would improve my effectiveness next week?

NOTE: Treat your job search with the same professionalism, structure, and strategic focus you would bring to any important work project. Quality over quantity leads to better results with less frustration.