

## 2016 Career Planner

Are you happy with your job? Are you happy with your life? The end of the year is a natural time to take stock of the past year and plan for the year ahead. This Career Planner is designed to guide you in taking a look back at 2015 and looking ahead to 2016. Most important, it will help you identify, define, and clarify your personal and professional goals.

This is *not* about setting New Year's resolutions. It's about goals. It's about dreaming about what you want your life to be like and putting plans into place to make it happen. Resolutions seem to fade with time. By February, they're usually forgotten. Goals, if you articulate them, get stronger over time.

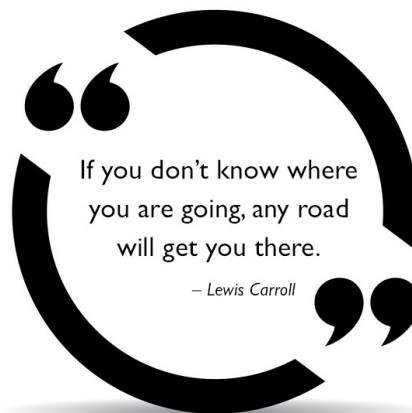
Goal setting is critical. Research shows when you write down your goals, you're more likely to achieve them. Dr. Gail Matthews, a psychology professor at Dominican University in California, conducted a study on goal-setting with 267 participants. Her research found you are 42 percent more likely to achieve your goals just by writing them down.

Goals give you a destination so you can choose your path. Only when you know where you are going can you decide how to get there. Goals get you into action, keep you on track, and allow you to measure your progress.

But before you can set your future path, it helps to look at where you've been. The first step is an assessment.

You have very likely accomplished a lot in the past 12 months, even if some days it doesn't feel like it. These exercises will help you assess your accomplishments — both professionally *and* personally. You don't have to do *every* exercise, but the more of them that you complete, the more you'll get out of this!

Answer the questions on the worksheets on the following pages. Really take some time to complete the exercises. Set aside time — either each day for a couple of days in a row, or a block of time in one day — to spend on this. It's important. If you don't stop and think about these things, life will just happen ... but it may not be the life you want.



### **Exercise: Personal Life Review**

Answer these questions about your personal life over the past 12 months.

*On a scale of 1-10, how satisfied am I with this past year?  
(With 1 being the lowest, and 10 being the highest)*

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*Why did I rate it that?*

*What went well?*

*What was my biggest personal accomplishment in the past 12 months?*

*What was the most memorable thing that happened in the past 12 months?*

*What am I most proud of?*

*What went wrong?*

*Did I achieve my goals/resolutions in the past year? Which ones?*

*What was the biggest lesson I learned personally this year?*

*What is the biggest challenge or obstacle in my life right now?*

*If I could change one thing about my life right now, what would it be?*

*How did I spend my free time?*

*What did I spend my money on? (Did it move me forward?)*

*What do I need to remember going forward?*

*When did I feel most creatively engaged?*

*What — or who — am I most grateful for?*

*What am I putting off/procrastinating on?*

*What do I wish I had done that I didn't?*

*What kept me from doing what I wanted to do? How have I let my fears hold me back?*

*Where am I stuck?*

*What book that I read this past year most impacted me?*

**Exercise: Professional Life Review**

Answer these questions about your professional life over the past 12 months.

*How much money did I make this past year? (Can be gross or net — you decide which.)*

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*What was my greatest source of income?*

*What was the most important thing I did in my job this past year?*

*What was my biggest professional accomplishment in the past 12 months?*

*What work-related “projects” did I complete?*

*What new partnerships, relationships, and opportunities did I cultivate this past year?*

*What did I enjoy doing the most?*

*Who did I enjoy working with the most? Why?*

*Who did I least enjoy working with? Why?*

*What was the biggest career lesson I learned this year?*

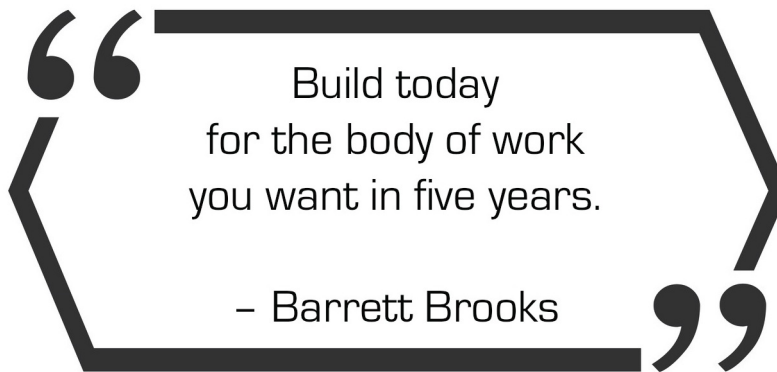
*What was my biggest disappointment or regret — professionally — this last year?*



*What projects didn't I finish?*

*What am I struggling with at work?*

*What got in my way? (What kept me from accomplishing everything I wanted to?)*



### **Understanding Your “Why”**

Before you can set goals or achieve anything in your business or your life, you have to understand what really drives you. What is it that gets you up in the morning when all you want to do is roll over and go back to sleep? What keeps you going, even when you want to give up?

Your “why” is personal. It’s yours alone, and no two why’s are exactly alike. More importantly, there’s no right or wrong “why.”

Once you know what drives you, every decision becomes easier, so before you start setting goals for next year, let’s spend some time thinking about why you do what you do.

### **Answer the following questions:**

*If money and time were of no concern, what would I do with my days?*

*Looking back at the past year, what accomplishments or projects made my heart light up?*

*I want to make my goals happen because...*

*If I lost everything tomorrow, what would I miss the most?*

*If I could trade lives with anyone, who would it be and why?*

*What should I focus my time/resources/energy on?*

***With these answers in mind, set a timer and spend at least 30 minutes writing out the answer to this question: Why do I do what I do?***

*(This is not an easy exercise, and not one that can be rushed, so please take your time.)*

**Looking Forward — Personally**

Answer these questions.

*What is my #1 priority (personally) for next year? What am I going to make happen?*

*What is one thing I absolutely want to accomplish or see or experience in my life?*

*What should I change?*

*What do I need to let go of in order to move forward?*

*What is most important to me in my personal life? (What's important to me outside of work?)*

*What do I need to give up in order to reach my goals?*

*What have I been putting off?*

**Looking Forward — Professionally**

Answer these questions.

*What do I want most in the new year?*

*What is my favorite thing about my job?*

*What do I want to be different next year? What do I want to do better?*

*What do I want to be doing more of in my job/career?*

*What don't I want to be doing in my job/career?*

*Am I spending time on the things that will take me where I want to go in my career?*

*What do I want to be known for? (What do I want people to think of when they think of me?)*

*What is the biggest goal I want to achieve next year?*

*What is my #1 priority (professionally) for next year?*

*What do I want the “theme” of my job/career to be next year?*



*Do I have a “word” that will guide me next year?*

*How much money do I want to make next year?*

*How can I make next year my best year ever?*

*How will I improve my work-related skills in the new year?*

*What new habits do I want to develop next year?*

*How can I be more productive/effective in my job next year?*

*What do I need to improve or create in order to reach my goal?*

*What advice would I give myself for next year?*

**Exercise: My Time Machine**

If I was magically transported to one year from today, what do I wish my life looked like? What would be different?

*(Feel free to write or draw your answer.)*

**Exercise: Imagining The Future**

If I had everything I ever wanted, what would that look like?

*(Feel free to write or draw your answer.)*

## **Goal-Setting**

Now that you know what you want your business and your life to look like, and more importantly, *why*, it's time to set some goals to help you get there.

When setting your goals, keep the S.M.A.R.T. model in mind. Goals should be:

- Specific
- Measurable
- Action-Oriented
- Realistic
- Time-Based

For example, you might set a goal to lose 20 pounds in 2016, or increase your income by \$10,000 in the next 12 months.

While "SMART" goals are safe and expected, there's something to be said for dreaming big, too. There's no reason you can't go from making \$37,000 to \$70,000 in one year.

Try setting at least one goal in each of these areas, and don't be afraid to dream big!

### ***Family & Relationships***

### ***Financial***

*My Career*

*Spiritual*

*Health*

*Charity & Volunteer Work*

**Exercise: My Perfect Day**

What would a perfect day in my “ideal” life (personal and business) look like? Who, what, when, where, and why?

*(Feel free to write or draw your answer.)*

## **The Planning Process**

*What do I need? (What kind of support do I need — people or things — to achieve my goal?)*

*What's missing from my business and life that will help me achieve my goals?*

*How can I improve my career in the next year?*

## **The First Step**

*What is the next step to make my goals happen? What is the FIRST thing I need to do?*

*What are my top three priorities?*

- 1.
- 2.
- 3.



*What one thing am I going to focus on in the next 30 days to get me closer to my overall goal?*

*What “small win” can I start with to get me on the path to success in the new year?*

*What are the “rest” of the steps I need to take to reach my biggest goal?*

## Action Plan Exercise

To make your annual career planning process easier next year, set yourself up right from the start.

1. **Create an accomplishments journal.** This can be as simple as a Google calendar or an Evernote notebook with a new note for each day or week. Spend a couple of minutes at the end of every day and jot down anything you might want to remember later.
2. **Create a brag book/brag file.** Here is where you'll record all the good stuff. Glowing emails from clients and co-workers, exceptional performance reviews, and even particularly flattering photos should be saved and pulled out whenever you need a pick-me-up.

There are lots of ways to build this file, but don't be afraid to get creative. A fun scrapbook with plenty of color will lift your spirits every time you see it. Or do it digitally with a private Pinterest board.

3. **Fill out the worksheets and put this special report somewhere prominent.** You'll want to be able to see your progress throughout the year. Don't do the exercises and then file it away!

### **Exercise: Goal Summary**

If you keep just ONE page from this special report in front of you every day next year, use THIS page to summarize your goals/resolutions. (That way, you can look back on this page at the end of next year and say: Did I achieve my goals/resolutions in the past year?)

#### **WHAT I HOPE TO HAVE ACCOMPLISHED IN...**

***One month:***

***Three months:***

***One year:***

***Five years:***

***Ten years:***

### Exercise: Accomplishment Tracker

Keep track of your personal and professional accomplishments on this page in the new year!

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<b>Accomplishment #2</b> <input type="checkbox"/> Personal <input type="checkbox"/> Professional	
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<b>Accomplishment #10</b> <input type="checkbox"/> Personal <input type="checkbox"/> Professional	

**WEEK OF December 27, 2015 to January 2, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					To figure out where you're going, you must first look at where you've been.		

**WEEK OF January 3 to January 9, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Look for opportunities for improvement in your career. Where is change needed?		

**WEEK OF January 10 to January 16, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Start with the end in mind. What kind of job do you want? If your ideal job was available, how would you describe it?		

**WEEK OF** January 17 to January 23, 2016

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Set aside time to devote to your job search. The more time and energy you devote to your job search, the faster it will go.		



**WEEK OF** January 24 to January 30, 2016

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Enlist the support of a team to help you in your job search: friends, family, your university alumni association, a résumé writer.		

**WEEK OF** January 31 to February 6, 2016

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Do a Skills Audit. Identify which of your skills are most marketable to a prospective employer. Make a list. What skills do you need to develop?		

**WEEK OF February 7 to February 13, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>Make a list of companies you would like to work for. Then research the companies to determine if they're currently hiring.</p>		

**WEEK OF February 14 to February 20, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Keep your résumé up to date at all times. You never know when you might need it.		

**WEEK OF February 21 to February 27, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>Any time you find a position online you're interested in, see if you can find the direct contact information for the hiring manager.</p>		

**WEEK OF February 28 to March 5, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>More than half of all jobs are found through networking, although most jobseekers spend too much time on ineffective job search strategies.</p>		

**WEEK OF** March 6 to March 12, 2016

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					The people you know can be the best way for you to find your next job. Make a list of all the people you know (your Christmas card list).		

**WEEK OF** March 13 to March 19, 2016

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Get involved in your professional association. Join a committee!		



**WEEK OF** **March 20 to March 26, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>The best time to build your network is before you need it. Start building your network now and keep growing it so it will be there when you need it!</p>		

**WEEK OF** March 27 to April 2, 2016

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Being active on social media — including connecting with prospective employers on social media — can be more valuable than applying for jobs.		

**WEEK OF April 3 to April 9, 2016**

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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					If you're not conducting a confidential job search, let your friends, followers, and connections know that you're looking for a job.		

**WEEK OF April 10 to April 16, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Make sure your LinkedIn profile is complete and up to date!		

**WEEK OF April 17 to April 23, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>One of the best ways to get noticed on LinkedIn is to be active in Groups related to your job and/or industry.</p>		

**WEEK OF** April 24 to April 30, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Remember that recruiters don't work for you — they work for the employers that hire them to fill for a position.		

**WEEK OF** **May 1 to May 7, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> You must be able to summarize your qualifications, skills, and experience, as they relate to your prospective employer's specific needs!		

**WEEK OF** **May 8 to May 14, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>One of the best things you can do to prepare for an interview is come up with a short list of questions to ask your interviewer.</p>		



**WEEK OF** May 15 to May 21, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					The most important thing to remember about salary negotiation is that most salaries are negotiable.		

**WEEK OF** May 22 to May 28, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Benefits can make a huge difference in your compensation package, so don't overlook them! Make sure you're comparing benefits when considering job opportunities.		

**WEEK OF May 29 to June 4, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Know what you're worth! Check out websites like Salary.com that will allow you to research salary information for your job or industry.		

**WEEK OF June 5 to June 11, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Prepare a written list of references to give to prospective employers (or to email to them). It should match the format and style of your résumé.		

**WEEK OF June 12 to June 18, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> You get paid for effort, attitude, and results. Put in the effort, adjust your attitude, and deliver results.		

**WEEK OF June 19 to June 25, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Experts estimate that 74-85% of available jobs are never advertised. If you only apply for advertised jobs, you miss out on opportunities.		

**WEEK OF June 26 to July 2, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Two of the biggest challenges most jobseekers face are rejection and overcoming their fear. Replace fear with confidence by taking action.		

**WEEK OF July 3 to July 9, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Finding a job is all about people — the people you know, the people you meet, and the people who have the right information.		



**WEEK OF July 10 to July 16, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Past performance is a good indicator of future success: How have you gotten the jobs you've had in the past? Can you use that strategy again?		

**WEEK OF July 17 to July 23, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>Every job search is unique, but the general path is similar, regardless of the work you're seeking or where you're starting from.</p>		

**WEEK OF July 24 to July 30, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>Don't disregard other opportunities while pursuing any one job. Continue applying for other jobs and following up until you accept an offer.</p>		

**WEEK OF July 31 to August 6, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>A job interview is like a date: An opportunity to assess whether you think it's a good match.</p>		

**WEEK OF August 7 to August 13, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Follow up to turn job applications into interviews! If calls don't get a response, email. Leverage your network to get introductions.		

**WEEK OF August 14 to August 20, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>If you're getting interviews — but not job offers — practice your interview skills and use your network to learn more about your target company.</p>		

**WEEK OF August 21 to August 27, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>Don't give up! You may work really hard on your job search for weeks and get frustrated. But if you keep at it, your hard work will pay off!</p>		

**WEEK OF August 28 to September 3, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Get in the habit of rewarding yourself for effort in your job search, regardless of results. Put in consistent effort; the results will follow!		



**WEEK OF** September 4 to September 10, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>There is a direct connection between the level of effort you put into your job search and the results that will emerge.</p>		

**WEEK OF** September 11 to September 17, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>Grow your personal and professional network! The power of networking lies in “friends of friends,” so the larger your network, the better!</p>		

**WEEK OF** September 18 to September 24, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Make LinkedIn a habit! Spend 10 minutes a day on the site. Write status updates, respond to posts, and connect with at least one new person each day.		

**WEEK OF** September 25 to October 1, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Let your LinkedIn connections online lead to in-person networking opportunities. Invite local contacts to meet up with you in person!		

**WEEK OF** **October 2 to October 8, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>The more people who view your LinkedIn profile, the better your chances of connecting with the person who can lead you to your dream job.</p>		

**WEEK OF** **October 9 to October 15, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Review your social media profiles! Prospective employers do judge you by your social media presence.		

**WEEK OF** **October 16 to October 22, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Google yourself and see what a prospective employer would find out about you. Do your search results reflect the image you want them to?		

**WEEK OF** **October 23 to October 29, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					When it comes to privacy settings online, don't just "set it and forget it!" Review your privacy settings regularly, as things change!		



**WEEK OF** **October 30 to November 5, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Prepare for an annual review by updating your résumé. Document your accomplishments to help justify a raise and show you add value!		

**WEEK OF November 6 to November 12, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>You're never too young — or too old — to have your résumé professionally written. It's a great tool to help you land your first (or next!) job.</p>		

**WEEK OF November 13 to November 19, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Are you getting interviews, but not job offers? Your references might be the problem.		

**WEEK OF November 20 to November 26, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					Successful jobseekers set goals, invest time and money in their job search, and can document their specific accomplishments.		

**WEEK OF November 27 to December 3, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
8 a.m.							
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8 p.m.							
<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>The single biggest mistake most jobseekers make is not asking for help from their network. People want to help you — so let them!</p>		

**WEEK OF** December 4 to December 10, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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8 p.m.							
<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					It's time to start thinking about what you want out of your career next year. What do you want to be different in 2017?		

**WEEK OF** December 11 to December 17, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> If you haven't taken the time yet, sit down and write out your biggest accomplishments — personal and professional — from 2016.		

**WEEK OF December 18 to December 24, 2016**

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
8 a.m.							
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<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b>		
					<p>Sending year-end holiday cards and attending holiday parties are both great ways to reconnect with your network at this time of the year.</p>		



**WEEK OF** December 25 to December 31, 2016

<b>TIME</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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8 p.m.							
<b>WEEKLY GOALS:</b>			<b>TO DO/TO CALL:</b>		<b>CAREER MOTIVATION:</b> Spend some time this week creating your goals for 2017 and planning how you can make them come true!		

**NOTES:**