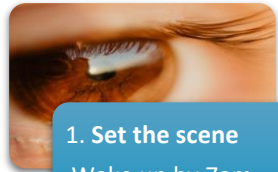


Daily Action To-Do

Daily and monthly steps to guide your career path

Daily To-Do



1. Set the scene

Wake up by 7am.
Begin day by 8:30am
Dress for business.



2. Mindfulness & Visualization

Use visualizations below & write
gratefulness journal.



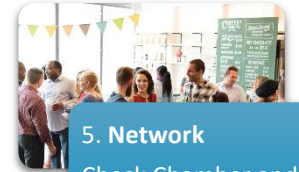
3. Social Media

Write or post social
media & LinkedIn,
catch up on news
highlights.



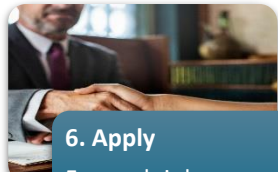
4. Make Contacts

Call and email to
make 2-3 networking
appointments.



5. Network

Check Chamber and
business orgs for
meetings.



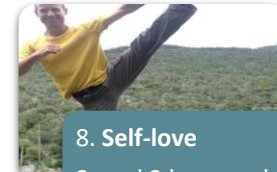
6. Apply

For each job app,
send resume & letter
to two people and/or
locations.



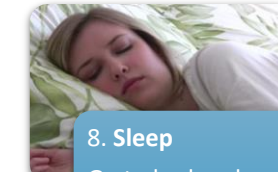
7. Training

After work hours,
train online, take
assessments you can
use in interviewing.



8. Self-love

Spend 2 hours a day
for heart-centered
happy time or
workout. Eat healthy.



8. Sleep

Go to bed early and
get plenty of sleep to
refresh.

Weekly To-Do



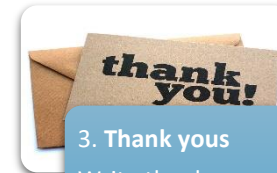
1. Check-in

Communicate with
your mentor or coach.



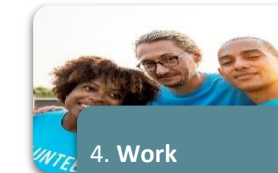
2. Recruiters

Check-in or meet with
recruiters.



3. Thank yous

Write thank you notes
to all people you meet
with.



4. Work

Part-time or
volunteer.

Visualizations

Close your eyes and see yourself happy in the following situations:

- › I am talented and bright. The people around me see that this is true.
- › I am fun to work with and full of energy. Interviewers see this and nod 'yes.'
- › I always make the right things happen and people at work and in my life see that.
- › People say 'yes' to me and feel good about it.
- › I deposit my paycheck and watch my balances go up and up.