

	Week Ending: _____	Week Ending: _____	Week Ending: _____	Week Ending: _____	Week Ending: _____
Your Task List template					
Complete My CV					
Have an Excellent LinkedIn profile					
Attend _____ Seminar					
Research _____ amount of companies					
Connect with _____ professionals in your space					
Make contact with _____ about of warm contacts for coffee					
Directly apply with a letter to _____ about of jobs					
Improve networking/interviewing/training skills					

Use this template to stay organised and focused during your job search.

Fill in the blanks with your chosen numbers or events on the task list and tick each one off every week.

Add in more tasks that will help you and that you can track.