

Job Search Plan

30/60/90 day plan

Month one	<p>Preparation</p> <ul style="list-style-type: none"> • Complete self-assessment • Develop accomplishments list • Set Goals and Objectives • Draft Narrative • Draft initial “networking speech” • Set-up networking plan <p>Execution</p> <ul style="list-style-type: none"> • Create initial resume • Select initial Companies to pursue & start research on up to 6 • Contact personal and business contacts • Start networking (contact personal and close business contacts)
Month two	<p>Preparation</p> <ul style="list-style-type: none"> • Finalize Goals & objectives • Continue company selection up to 15-18 • Finalize Narrative and start introductory TFB • Practice Networking dialog (based upon narrative) <p>Execution</p> <ul style="list-style-type: none"> • Finalize initial resume (base document) • Draft additional resumes based upon target industries • Continue networking with existing contacts • Contact secondary contacts from primary contacts • Contact targeted recruiters
Month three	<p>Preparation</p> <ul style="list-style-type: none"> • Complete introductory TFB <p>Execution</p> <ul style="list-style-type: none"> • Research target companies • Grow and document network contacts • Mail introductory TFB to selected individuals (lower tier companies – as practice)

Weekly Plan

Week One	<ul style="list-style-type: none"> • Develop financial plan • Hold family meeting • Initiate self-assessment • Draft networking speech (30 second elevator) • Contact personal and close business network contacts • Spend time with family & friends
Week two	<ul style="list-style-type: none"> • Continue self-assessment • Initial draft of Goal & objectives • Define first 4-6 target companies (based upon early self-assessment) • First draft of “Narrative” • Fine tune networking speech • Continue networking. Practice and take notes on speech and its reception • Develop method to manage contacts (network and target company) • Spend time with family and friends
Week three	<ul style="list-style-type: none"> • Review Goals & objectives with those close (spouse – significant others (those with “skin in the game” – who really care)) • Additional work on narrative • Research target companies – “know them” – sort them. • Work on and practice networking speech. Incorporate what was learned during narrative work. • Networking <ul style="list-style-type: none"> ○ (attend networking sessions in area). Use the experience to select 2-4 sessions to visit routinely. ○ Phone time
Week four	<ul style="list-style-type: none"> • Draft initial resume • Networking meetings • Phone time for network development • Continue Company research • Additional work on narrative.