

## Job Search Plan 30/60/90 day plan

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

## Weekly Plan

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