WEEKLY ACTION PLAN

WEEK OF _____

SAMPLE GOALS:

1. Make personal contact with 10 companies _____
2. Send out 25 letters and follow-up with telephone calls_____
3. Send 25 resumes to search firms_____
4. Telephone 5 company contacts in my network and set up appointments_____
5. Answer position wanted ads in major newspapers_____
6. Spend 2 days in the library to research companies_____

GOALS:

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IDEAS FOR NEXT WEEK:

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