

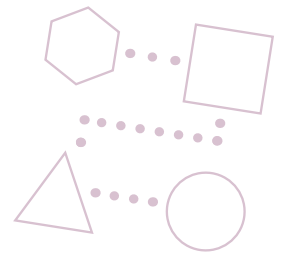


Goals

- Each week, set yourself two or three achievable goals
- Consider using the acronym SMARTA to help you:
 - Specific** – say exactly what job you want – name the role, employer, industry
 - Measurable** – set KPIs to measure progress and success
 - Achievable** – make sure you have the capacity to achieve your goals
 - Realistic** – choose jobs that are within your reach. You can't expect to go from an entry level role to senior management in a single career leap
 - Time-bound** – set a deadline to achieve your career goals
 - Aligned** – make sure your goals align to your circumstances and career ambitions

Key Priorities

- Achieving career goals takes time
- It also helps to break down big, hairy, audacious goals into smaller chunks that feel easier to achieve
- Each week, set yourself two or three key priorities you can achieve

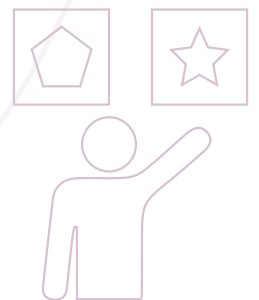


Obstacles

- What will prevent you from achieving your goal this week? It could be something external or it might be internal, like your frame of mind
- What can you do to navigate the roadblocks to finding your dream career?

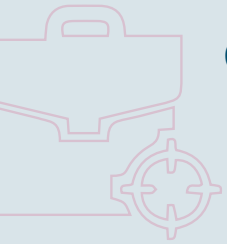
Habits

- Looking for work might require you to start some new habits, especially if you've been in the same routine for a while
- Your behaviours need to align with your goals, otherwise, it's unlikely you'll achieve them. For example, do you need to set aside 30 minutes a day for job hunting, updating your resume or networking? Yes, in the short-term you might sacrifice watching your favourite TV show but if it gets you the job you want, it's worth it





Finding a Job Weekly Planner



Commitment

- Finding a new job means putting yourself out there.
- It can be discouraging, particularly when you get knockbacks, but try to stay focused on the big picture goals, not the small set backs
- Decide what you want. Set your goals. Then do the work

Reflect

- Reflect on what you've learned
- What's working for you?
- What's not working for you?
- What would you do differently next time?



Celebrate the Wins & Be Grateful

- To stay motivated, recognise and celebrate the wins – big or small
- Express gratitude to those who help you find work, even if you're not successful, thank people for the opportunity – you never know when your paths might cross again

Finding a Job Weekly Planner Worksheet

My Goals

This week my goals are

.....

.....

.....

My priorities

This week, my top 3 priorities are:

1.
2.
3.

My obstacles

What could trip me up from achieving my priorities this week?

.....

.....

My habits

What habits do I need to build to achieve my goals? Track my progress:

HABITS	M	T	W	T	F	S	S

Finding a Job Weekly Planner Worksheet

My reflections

What worked?

.....
.....
.....

What didn't work?

.....
.....
.....

What will I do differently next time?

.....
.....
.....

My wins

This week, I've achieved

.....
.....
.....

Gratitude

Who do I appreciate and what am I thankful for?

.....
.....
.....