

## **PLANNING AND USING A DAILY SCHEDULE**

Using time intelligently can contribute to your job search success. This exercise is designed to assist you in planning a Daily Schedule. In doing so, it will help you to develop a time management chart, avoid procrastination, and take control of your time. As you read through the instructions and set-up your schedule, keep in mind that **balancing** your activities is most important. After all, (all work and no play) will stress you out, and (all play and no work) will cause you much frustration. **Balance**, between job searching, employment classes, study, LTE work, and leisure activities is the key to good time management.

### **GENERAL INSTRUCTIONS:**

**To establish a routine for class, study, work, and leisure activities that best utilizes your personal time and energy, complete the Daily Schedule using the steps below.**

**STEP ONE: Fill in all of your “fixed” time commitments.** “Fixed” time commitments do not change in relation to the amount of time it takes for a particular activity. “Fixed” time commitments include: Job search, classes, employment, organizational meetings, church functions, meals, sleep, etc.

### **STEP TWO: Incorporate specific job search activity times into your schedule.**

- A.** Using a formula of 1-hour of job search activity for each hour in projected work each week, **calculate the total hours for job search activities based on the fact: If you can’t find that amount of time to spend looking for work, it will be just as difficult to maintain a job in the future.** If some activities require more than the formula suggested and some require less time, adjust your hours accordingly.
- B.** Analyze each of your job search activities and determine your typical expected workload. How many applications must you fill out? What amount of computer lab time will be required? Plan the adequate time required for completing your job search work for each day. **Write in what activity you intend to do and what you will need to do it.** For example, write in “Resume: Computer time - Research the company - Find matching skills and abilities.”
- C. Schedule preparation times** for activities that require your participation such as classes, appointments and labs. If possible, prep times should be scheduled shortly before the activity so that your mind is “in gear” for the subject.
- D. Schedule review times** too, as soon after lecture as is possible. Clarify notes, add information you were unable to include during lecture, and expand on examples and information given in class. Reviews improve understanding and long-term memory of learned materials.  
**HINT:** “ODD” periods of time can be used for review of course information. An example of these “ODD” time slots would be: the time you have between activities; the time between the end of lunch and before your next scheduled activity. These periods are usually small time segments but can be very valuable for review of course material, looking for job opportunities, and practicing responses to likely interview questions.  
**HINT:** When writing in your activities and corresponding times for the follow-up of each activity, try color coordinating this information for better visual perception. Use different colors for each type of activity – it will give you a better idea of where you are spending your time, and if it is producing the results that you want.

**STEP THREE: Plan to free-up some personal and social time for yourself.** Planning for your personal time can help you to reduce procrastination problems and can offer you something to look forward to after completing your assignments. Remember: relaxation can help you to reduce stress.

**HINT:** When you find yourself in a “time crunch” due to unexpected activities arising like an interview, or you need more time to complete job search activities to turn in an application on time, adjust your schedule to fit in these additional activities by **borrowing time**. You can borrow time from your schedule by trading your “flexible” time for those unexpected activities.

### **DON’T GET YOURSELF BOGGED DOWN**

**A daily schedule will help you stay on top of your job search activities and assist you in adjusting to working again, and help relieve the day-to-day pressures of everyday life.**

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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8:30 AM							
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