

Your Job Search Plan

Set a goal for your **online** search.

Break this goal down into three actionable steps.

Add a completion date

Check the box when you have completed each task ☺

Goal	Action steps towards goal	Completion date
	<input type="checkbox"/> 1.	
	<input type="checkbox"/> 2.	
	<input type="checkbox"/> 3.	

Set a goal for your **offline** search.

Break this goal down into three actionable steps.

Add a completion date

Check the box when you have completed each task ☺

Goal	Action steps towards goal	Completion date
	<input type="checkbox"/> 1.	
	<input type="checkbox"/> 2.	
	<input type="checkbox"/> 3.	

“Personal accountability requires mindfulness, acceptance, honesty and courage.” -Shelby Martin

Who will you tell about your search that can help keep you accountable for accomplishing your goals?

Name of person: _____

Date when you will tell them about your goals: _____

How would you like them to check in? How often?

Share what you have written with them.

Set new goals as needed.