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| Choose 10 ways that you would like to try to improve your time management. | | | |
|  | Wake up around the same time each day. |  | Create daily and/or weekly task lists and goals. |
|  | Allocate time each day to job search. |  | Decide where time is wasted and change habits. |
|  | Limit or reduce Social Media time. |  | Avoid multitasking – focus on one job seeking task at a time. |
|  | Create a regular space at home to complete job search tasks. |  | Ask for help. |
|  | Start job searching in the morning. |  | Create boundaries – tell family and friends not to disturb you when  completing job seeking activities. |
|  | Turn phone on silent/do not disturb when working on job seeking tasks. |  | Prioritise time in 3 categories: Must Do, Should Do, Could Do. |
|  | Keep résumé up to date. |  | Set time limits for tasks. |
|  | Have clean interview clothes ready in wardrobe. |  | Remove distractions. |
|  | Create a Job Search filing system on your computer. |  | Set task reminders on phone or computer. |
|  | Create reminders on phone or computer for job search tasks. |  | Make one improvement each week to manage time better next week. |
|  | Keep a job application history in Word or Excel on your computer or in Notes on your phone. |  | Research effective time management. |
|  | Set up a dedicated email address for job searching. |  | Buddy up with a friend to stay motivated. |
|  | Create a professional voicemail on your phone. |  |  |