**Job Search Routine Checklist**

**Weekly Job Search Plan**

**Monday**

**□ Search and save new job postings**

**□ Update your resume for key roles**

**Tuesday**

**□ Apply to 2–3 tailored job postings**

**□ Write or customize cover letters**

**Wednesday**

**□ Follow up on applications sent last week**

**□ Check for recruiter responses**

**Thursday**

**□ Connect with someone new on LinkedIn**

**□ Engage with industry-related content**

**Friday**

**□ Attend a networking event or career webinar**

**□ Practice interview questions**

**Weekend**

**□ Reflect on weekly progress**

**□ Rest and recharge for next week**

**Motivation & Mindset**

**□ Start each session with a positive affirmation.**

**□ Write down 1–2 things you’re grateful for today.**

**□ Review your weekly accomplishments (big or small).**

**□ Keep a ‘Win List’ of interviews, callbacks, or compliments.**

**□ Take intentional breaks and celebrate progress.**