Designing My Day During a Career Transition
A Daily Structure Worksheet for Motivation, Momentum & Confidence

PURPOSE

This season may feel uncertain, but it does not have to feel unstructured. This worksheet is designed to help you create small, realistic daily milestones that keep you moving forward while you search for your next opportunity.

You are not trying to do everything in one day. You are trying to build momentum one intentional day at a time.

MY DAILY ANCHOR

Today is: _____

Today I want to feel:
☐ Productive
☐ Encouraged
☐ Focused
☐ Calm
☐ Confident
☐ Creative
☐ Connected
☐ Other: _____

One word I want to guide my day:

_____

_____

MY THREE MILESTONES FOR TODAY

Choose three small but meaningful goals for the day. These should be specific enough that you can check them off.

1. Job Search Milestone

Examples: apply to one job, update one resume section, message one contact, research one company, save five job postings.

Today I will:

Completed? ☐ Yes ☐ Not yet

2. Growth Milestone

Examples: read or listen to 10 minutes of a leadership book, study for the FE, watch one professional development video, practice a skill, learn about an industry.

Today I will:

Completed? ☐ Yes ☐ Not yet

3. Visibility / Connection Milestone

Examples: post on LinkedIn, comment thoughtfully on someone's post, reach out to a mentor, reconnect with a friend, attend an event, update LinkedIn.

Today I will:

Completed? ☐ Yes ☐ Not yet

MY WEEKDAY DESIGN

Use this section to loosely plan your day. This is not meant to be rigid. It is meant to give your day shape.

Morning

What will help me start the day well?
☐ Get dressed
☐ Make my bed
☐ Go for a walk
☐ Eat breakfast
☐ Pray / journal / quiet time
☐ Review my three milestones
☐ Other: _____

Morning plan:

Midday

What focused task will I complete before lunch or early afternoon?

What will I do to break up the day?
☐ Walk
☐ Workout
☐ Errand
☐ Coffee with someone
☐ Lunch away from my computer
☐ Call or text a friend
☐ Other: _____

Afternoon

What is one productive thing I can do before the day winds down?

Evening

How will I close the day without feeling like I should have done more?

One thing I did well today:

MY WEEKEND DESIGN

Weekends do not have to look like weekdays. The goal is not to job search all weekend. The goal is to stay grounded, connected, and ready for the week ahead.

This weekend I want to feel:
☐ Rested
☐ Social
☐ Organized
☐ Inspired
☐ Healthy
☐ Adventurous
☐ Peaceful
☐ Other: _____

Weekend Milestone 1: Reset

Examples: clean room, plan outfits, organize job search tracker, update calendar, meal prep, clean car.

This weekend I will reset by:

Weekend Milestone 2: Connection

Examples: spend time with friends, family, church, mentor, former coworker, college friend, networking contact.

This weekend I will connect by:

Weekend Milestone 3: Future Self

Examples: visit a neighborhood you may want to live in, make a future apartment budget, save job ideas, create a vision board, read, journal, take a walk and think.

This weekend I will invest in my future self by:

Daily Reflection

At the end of the day, answer these quickly.

What gave me energy today?

What drained me today?

What helped me feel like myself?

What is one small thing I can do tomorrow?

Reminder:
Progress counts even when it feels small. A job search is not just applications. It is clarity, confidence, preparation, connection, and momentum.