

# Daily Action Tracker

Activity breeds activity ... which breeds success! Track your daily activity to figure out what's working and what is not. Stay focused on the things you can control (your outbound activity) and let go of the things you cannot (job market, stock market, bad behavior on the part of recruiters and hiring managers, etc.) When you miss a goal, do NOT beat yourself up! Simply ask "Why" and then ask yourself "What can I do to hit that goal tomorrow?"

**BEST THING TO DO:** Find a job hunt buddy / accountability partner to discuss your action tracker weekly. Talk about what's working and what is not.

**HOW TO TRACK:** Two options: 1. Print this out, carry it around with you & track as you go using hash marks. 2. Add it all up at the end of the day. MULTIPLY your activity in each section by the score to the left. For example, if you had 3 Zoom networking conversations in one day, that's 15 points!

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# DAILY ACTION TRACKER

Activity breeds activity ... which breeds success! Track your daily activity to figure out what's working and what isn't. Then, make adjustments as needed. Stay focused on the things you can control (outreach to other people). Celebrate your little successes (like increasing your outreach per week). When you miss a goal, do NOT beat yourself up. Simply ask "Why?" and "What can I do to hit that goal tomorrow?" Even better: Find an accountability partner to review this with weekly. **HOW TO TRACK:** Track using hash marks, then multiple by the points per activity. If you applied for 5 jobs, that's 5 points. If you had 5 live conversations with people over the phone, that's 25 points. 2 interviews = 20 points.

DAILY ACTION PLAN & TRACKING SHEET					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>HEALTH CHECK: Mind + Body (1-10)</b>					
<b>ATTITUDE CHECK: (1-10)</b>					
Applied for jobs online x1					
Outbound: Emails sent x2					
Outbound: LinkedIn messages sent x2					
Outbound: Other messages sent x2					
Networking Event: Live or online x3					
Applied for jobs w/ real person x5					
Live Conversation: Phone x5					
Live Conversation: Zoom or Skype x5					
Contact: Live networking conversation x5					
<b>INTERVIEW!</b> x10					
<b>Total</b>					

What's working? | What's not? | Where are you stuck?