

# My Work Search Diary

**In order to improve your prospects of getting into work you should view looking for work as a full-time job; to help you do this it is important to plan the activities that you will complete in advance.**

This will ensure that you are able to complete a wide range of activities each week, potentially increasing the number of opportunities available to you.

In order to understand what activities to complete and when to do them, you should create a 'Work Search Diary'. This will help you maximise the value of the time you have available.

The activities that you plan to do are up to you – consider which activities will most improve your prospects for getting a job.

## Steps to complete:

1. Identify the range of job seeking activities you need to complete for the following week (e.g. searching and applying for jobs on Universal Jobmatch).
2. Plan the best time for you to complete them (e.g. consider when you will have access to a computer, what day does the local paper get published?).
3. Complete the diary with the activities you will complete and when you will do them
4. Each day, work through the diary aiming to spend approximately 60 – 90 minutes on each activity. Make sure you take breaks throughout the day especially when using a computer. You should also make sure you have time off to rest (just like in a full-time job).
5. Once you have completed all the activities make sure you have ticked the completed box. You should also answer the questions on the back page because this will help you reflect on how you can improve aspects of your job search in the future.
6. You will be told when you need to complete this activity by and what happens next

**Remember:** to increase your prospects of finding a job you should aim to complete a minimum of 3 – 5 hours of job seeking activity each day.

Example Activity 1	Example Activity 2	Example Activity 3
<b>Start time: 10 am</b>  Search for vacancies on Universal Job match. Apply for at least two of the most suitable vacancies.  <input type="checkbox"/> Completed	<b>Start time: 11 am</b>  Contact the 5 Recruitment Agencies I am registered with and ask what vacancies they have – apply for all the jobs I can do.  <input type="checkbox"/> Completed	<b>Start time: 12:30 pm</b>  Learn about Twitter and social media, I will search on the internet to find some guidance and instructions on how to use this for my job search.  <input type="checkbox"/> Completed

Day 1: (e.g. Monday)	Day 2:	Day 3:
<div>Start time:</div> <div></div> <div><input type="checkbox"/> Completed</div>	<div>Start time:</div> <div></div> <div><input type="checkbox"/> Completed</div>	<div>Start time:</div> <div></div> <div><input type="checkbox"/> Completed</div>
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<div>Number of Jobs applied for today:</div> <div></div>	<div>Number of Jobs applied for today:</div> <div></div>	<div>Number of Jobs applied for today:</div> <div></div>



## Job Search Review

**Top 5 applications this week;** please record the details of your top 5 applications, these should be applications you feel the most confident about.

**Alternatively you can record the details on your Universal Jobmatch account.**

Job Title	Employer	Postcode	Approximate travel duration from home address (in minutes)	Date Applied
<i>e.g. Labourer</i>	<i>ABC Builders Ltd.</i>	<i>NW1 4AA</i>	<i>84 minutes</i>	<i>25/09/2013</i>

### Reflection Questions:

**What went well this week?**

**What will you do differently next week?**