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## Confirm your career search time budget

Our advice about stepping up your networking activities holds, whether you are currently in a full-time job search or can only commit limited time to exploring career options. What follows are some general ideas about how much time you should be spending on your search depending on your status.

### Full-time job search:

- 👉 Finding a career is your main priority, so you need to stay alert and active. Spend at least two hours a day researching and attending three or four networking events a week. Keep your opportunity pipeline (more on this in Stage 3) as full as possible and maintain high contact rates. **Active job seekers should be committing to a minimum of 25 hours a week** for all career networking and opportunity development activities.

### Time-constrained job seekers:

- 👉 This includes currently employed individuals, students about to graduate, and people trying to reenter the workforce after a long absence. Since you have limited time and availability to develop and work your network, a good strategy is to build up and maintain ongoing momentum in your networking activities for several months (we recommend four to six months to lay the groundwork) **before** you are planning to enter/reenter the working world. As a rule of thumb, you should be attempting to contact two new people per week to build your network connections. Maintaining this level of disciplined networking takes **about four to five hours per week**.

### Full-time contractor/consultant:

- 👉 For ongoing success, you need to actively network for a few hours many times weekly, if not daily. Factor in about three to four hours per week to attend networking events and two to three more hours per week researching others, reaching out, and working your pipeline. That is a total of **about five to seven hours per week**, or around 15% of a typical 40-hour workweek.

# A Day in the Life of a Full-Time Job Seeker

What follows is a daily ritual for a fully engaged full-time job seeker. While everyone should create a schedule that works for them and their particular situation, the key point is that there are a number of things that one needs to do everyday to maintain health, motivation, enthusiasm and momentum.

<b>6:00 am</b>	out of bed
<b>6:00 - 7:00 am</b>	daily exercise or meditation
<b>7:00 - 7:30 am</b>	wash, dress, breakfast
<b>7:30 am</b>	start “work day”
<b>7:30 - 8:30 am</b>	research new opportunities (lists, newspapers, LinkedIn, etc.)
<b>8:30 - 9:00 am</b>	scrub opportunity pipeline, follow-up emails and calls
<b>10:00 - 10:30 am</b>	first Exploration Meeting (pre-arranged, often virtual)
<b>10:30 - 11:00 am</b>	notes, follow-up actions, reflection
<b>11:00 am</b>	break for lunch, stretch, other activities
<b>12:30 pm</b>	restart work day
<b>1:00 - 1:30 pm</b>	2nd (pre-arranged) Exploration Meeting
<b>1:30 - 2:00 pm</b>	notes, follow-up actions, reflection
<b>2:00 - 4:00 pm</b>	work related activities (cover letters, RFP’s, research)
<b>4:00 pm</b>	end structured “work day” activities
<b>4:00 - 6:00 pm</b>	light exercise (for example walking), journaling, family errands
<b>6:00 pm</b>	dinner with family (or friends) – talk about your progress!
<b>7:30 pm</b>	attend networking event (2 to 3 per week)
<b>9:00 - 10:00 pm</b>	recreational reading
<b>10:00 pm</b>	lights out... A good night’s sleep for the demands of tomorrow!

*For more information and to sign up for more book resources, go to:*

<http://careerconstructors.com>