



## Work Search Maintenance Checklist



- In the last two weeks, I have attended a professional event where most of the people were not from my industry/profession.
- I've had at least one contact with all of my key networking partners in the last 5 weeks.
- I've recorded and listened to myself answering difficult interview questions.
- I have at least three customized versions of my resume.
- I spend between 25 and 35 hours a week in job search/strategy development activities.
- I do some physical exercise, at least every other day, that makes me sweat. *(This does not include eating jalapeno nachos at happy hour.)*
- I've discussed my Personal Marketing Plan with at least one new person in the last week.
- I have a cell phone with a local area code.
- I make it through more than 50% of a first-time networking meeting before the word "job" is mentioned.
- I have relationships with executive recruiters that involves me suggesting talent, to them, *other than myself*.
- I have a Focus of Inquiry with a P.I.N.T.© analysis for each industry sector I'm targeting. (Don't know what this is? Email me?)
- I have never been caught without a business card at an event.
- I can distinguish when to show someone a professional bio instead of a resume.
- I spend the minority of my time on-line and the majority of my time on the phone or meeting with people in person.



**(SCORING: 12-14 = On track 9-12 = Prolonging your search < 9 = Gesturing at job search? Just back from vacation? Fat severance?)**  
*TUNEUP NEEDED?*