



Love Monday Mornings.®

Love Monday Mornings - February 2020

Mon	Tues	Wed	Thur	Fri	Sat	Sun
					1 Make a list itemising the ways you'd like your career to be different.	2 Create a mind-map that captures all your skills, knowledge and experience so you know what you have.
3 Use your mind-map to generate lots of ideas for potential career options.	4 Research your target jobs by talking to people who work in these roles. How to research the job market	5 Check the selection criteria for your target roles. Do you have everything needed?	6 Consider what would improve your marketability such as skills updating.	7 Create a CV for each type of role you are interested in. Download our free CV template	8 Update your LinkedIn profile, add connections and join relevant groups. Here are some LinkedIn Tips	9 Practice your interview skills with someone you know and get some feedback. Use our Interview Tips
10 Make sure your email address and voicemail are business-like and you are easy to contact.	11 Contact recruitment agencies and head-hunters in your industry. Tips on managing recruitment	12 Ramp up your networking, connect with ex colleagues, and people in your field. Networking Tips	13 Ask your boss for advice on your career development	14 Organise new business cards which will look professional when networking.	15 Update your image and buy a new interview outfit. Check out our Tips on what to wear at interview	16 Create a document to track job applications or conversations with recruiters.
17 Look for opportunities at work to learn new skills and enrich your job. See tips for Fast Tracking your Career	18 Find a coach or mentor you can use as a sounding board. Check out our Career Coaching Services	19 Ask people to recommend you on LinkedIn.	20 Google yourself to ensure anything an employer might see is suitably positive. Manage your online	21 Talk to family and friends about what you are looking for next.	22 Arrange to learn a new skill so you are constantly updating your capabilities.	23 Target one company each week by sending them your CV and a covering letter. Speculative approaches
24 Investigate salary surveys in the area you are interested in to benchmark your pay.	25 Create a career action plan using this template	26 Upload your CV onto relevant websites like guardian jobs, telegraph jobs and CV Library CV Tips	27 Make a note of successes at work so you can use these stories as examples in your CV and at interview.	28 Research future trends in your industry to keep you ahead of the curve.		

If you want to Love Monday Mornings then head to www.personalcareermanagement.com for more help and advice.