



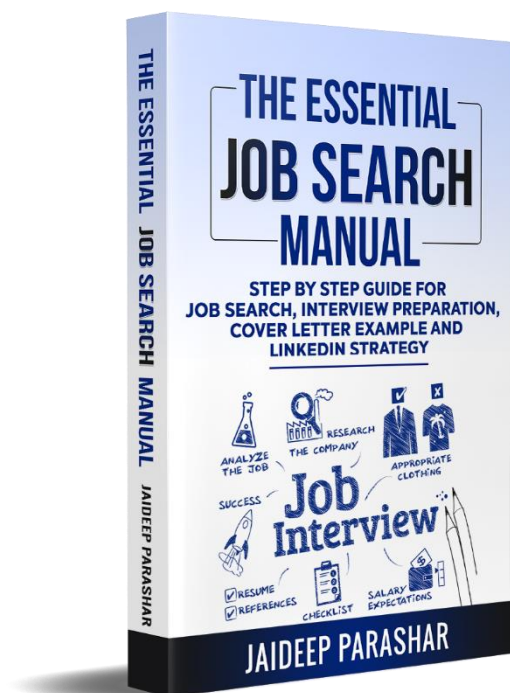
TIME DEVOTION LIST

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1. The following company research file has been designed to help the job seeker to do the company research before the interview.
2. All the instructions have been mentioned in the **Time Management Chapter** itself, just follow the instructions.
3. This template is an internal part of the book [The Essential Job Search Manual](#).
4. During job search, you should monitor your time effectively. It will reduce the stress and improve your efficiency.
5. Download **Time Devotion List & Advanced Time Management for Job Seekers**.
6. Customize the schedule as per your requirements.



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Time Devotion List:

Write how much time you devote to which activities.

1. Exercise/Meditation : _____
2. Planning & Preparation: _____
3. Recreation : _____
4. Interview/Follow Up : _____
5. LinkedIn/Networking : _____
6. Free Time : _____
7. Sleep : _____

Note: At least 60% of the time should go to job search related activities.

Make a list of every week to check the consistency.

| S.no. | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |