



IDEAL TIME INVESTMENT

The Essential Job Search Manual

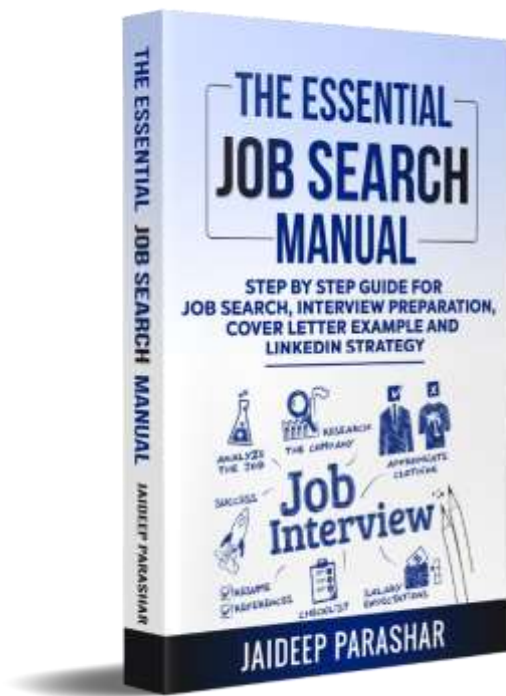
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Instructions

1. During job search, its really difficult to manage the time properly. Instead of expecting time to be managed well, manage your time effectively.
2. If you need then download the advanced time management template to design your whole day.
3. Instead of reading and thinking, take a print out and do your research.
4. For the maximum growth, review your job search preparation after every interview. Download the **Interview Review Progress File** and review your progress after every interview. For more career and job search related resources [Click Here](#)
5. The Time Devotion File is an integral part of book [The Essential Job Search Manual](#).



Time Devotion List:

Write how much time you devote to which activity.

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 during your job search

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

