

Daily Productivity

Week _____

	Mon	Tues	Wed	Thur	Fri	Totals
Telephone						
Networking						
Initial	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Follow-up	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Company						
Initial	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Follow-up	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Recruiters						
Initial	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Follow-up	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Interviews						
Employment	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Informational	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Letters						
Inquiry	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Networking	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Research	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Follow-up	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
E-mails Sent	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Resumes Sent	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Job Fair	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Networking Event	____ ()	____ ()	____ ()	____ ()	____ ()	____ ()
Team Phone Call	____	____	____	____	____	____
Goals ()						