Daily Job Search Schedule. [Read full article on QuidSavvy.uk](https://quidsavvy.uk/job-search-burnout/)

| **Time** | **Activity** |
| --- | --- |
| **7:00 – 7:30** | **Wake Up & Mindfulness**- Have a glass of water.- Spend a few minutes stretching or doing light yoga.- Quick guided meditation or breathing exercise. |
| **7:30 – 8:00** | **Breakfast & Quick Clean-Up**- Eat a balanced meal (porridge, toast, fruit).- Tidy up kitchen or living space. |
| **8:00 – 8:15** | **Planning Session**- Check your schedule and set top 3 goals for the day.- Review any upcoming online events or job fairs. |
| **8:15 – 10:00** | **Focused Job Search & Applications**- Search online job boards (e.g., Indeed, LinkedIn, Reed).- Work on tailoring CVs or cover letters.- Send new applications. |
| **10:00 – 10:15** | **Short Break**- Grab a cup of tea or coffee.- Step outside for fresh air. |
| **10:15 – 11:30** | **Networking & Follow-Ups**- Reach out to contacts on LinkedIn.- Email any recruiters or follow up on pending applications.- Schedule informational interviews if applicable. |
| **11:30 – 12:00** | **Skill Building**- Take a free online course (e.g., OpenLearn, YouTube tutorials).- Practise a new skill relevant to your field. |
| **12:00 – 13:00** | **Lunch & Relaxation**- Prepare a nutritious meal or snack.- Unplug from screens; read a book or listen to music. |
| **13:00 – 13:15** | **Mindful Reset**- Quick breathing exercise or stretch.- Refocus on your goals for the afternoon. |
| **13:15 – 14:30** | **Targeted Applications & Research**- Look up companies you’re interested in and prepare speculative applications.- Research industry news to stay informed. |
| **14:30 – 14:45** | **Short Break**- Hydrate and have a light snack.- Move away from your workspace—do a quick walk or stretch. |
| **14:45 – 15:30** | **CV Refinement or Portfolio Work**- Update your CV or online portfolio with recent courses, volunteer work, or projects.- Gather references if needed. |
| **15:30 – 16:00** | **Admin Tasks & Organisation**- Update your Application Tracker (date applied, response, follow-up, etc.).- Check emails or voicemails. |
| **16:00 – 16:15** | **Short Break**- Take a mindful pause, drink water, or do a brief relaxation exercise. |
| **16:15 – 17:00** | **Personal Development & Reflection**- Journal about your day’s progress, frustrations, or wins.- Note any new skills you want to explore tomorrow. |
| **17:00 Onwards** | **Wind Down & Personal Time**- Close out job-related tasks for the day.- Pursue hobbies, spend time with friends/family, or exercise. |

## **Tips for Success**

1. **Adapt as Needed**: If mornings aren’t your strong suit, shift the schedule a bit later.
2. **Stay Flexible**: Some days may need more time for interviews or skill-building; others may require errands or personal appointments.
3. **Include Breaks**: Regular mental and physical breaks can significantly reduce stress.
4. **Set Achievable Goals**: Outline no more than 3 main tasks each day—quality often trumps quantity.
5. **Celebrate Small Wins**: Finishing a course module, sending out five well-tailored CVs, or even taking a well-deserved break are all worth acknowledging.

Here is a blank version for you to fill in:

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| **Time** | **Activity** |
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