## Worksheet Eight: So Much to Do…So Little Time!

Rank activities in order of which shows the most organization as well as which is the most efficient. It may not be necessary for you to rank all of the activities.

* Call job prospects
* Update resume
* Apply for jobs
* Create portfolio
* Online job search
* Get dressed
* Household chores
* Prepare for the next day
* Electronically following-up on previously submitted applications
* Send ‘thank you’ letters to potential employers
* Go to interviews
* Job search: Walk into businesses handing out your resume and completing applications
* Phone calls following-up on previously submitted applications
* ‘Thank you’ phone calls to potential employers