



FOR JOB SEARCH

ONE, C | CLASSIFY THE CHAOS by asking: What is creating the most stress in your job search right now? What is the reigning type of chaos?

- ☐ I don't know what role to pursue
- ☐ I'm applying and hearing nothing back
- ☐ I'm changing industries or functions
- ☐ I spend too much time tweaking instead of applying
- ☐ Recruiters don't seem to understand my background
- ☐ My LinkedIn isn't attracting recruiters
- ☐ I don't know what makes me different
- ☐ People keep telling me to "pick a lane."
- ☐ Nobody knows I'm looking
- ☐ Job searching feels like a second full-time job
- ☐ Other: _____

TWO, consider your primary chaos and look for a pattern.

Application Chaos (Too many applications, no strategy.)

Capacity Chaos (Doing too much with little progress.)

Messaging Chaos (Your value is unclear.)

Pivot Chaos (Trying to translate experience.)

Visibility Chaos (Nobody knows you exist.)

What evidence supports that this is your biggest challenge? _____

THREE, A | ALIGN PRIORITIES by identifying the priorities most important to you in relation to the job you want, your personal life, and the activities you do.

OPPORTUNITY PRIORITIES

What matters most in your next role? (Choose 3 to 5)

- ☐ Job title
- ☐ Industry
- ☐ Company size
- ☐ Remote vs onsite
- ☐ Compensation
- ☐ Benefits
- ☐ Travel requirements
- ☐ Growth potential
- ☐ Stability
- ☐ Mission alignment

PERSONAL PRIORITIES

What matters most in your life right now? (Choose 3)

- ☐ Family needs
- ☐ Flexibility
- ☐ Work-life balance
- ☐ Commute
- ☐ Health insurance
- ☐ Time off
- ☐ Stress level
- ☐ Values alignment
- ☐ Culture
- ☐ Leadership style

ACTIVITY PRIORITIES

Which activities are most likely to create momentum? (Choose 3)

- ☐ Networking
- ☐ Applications
- ☐ Recruiter outreach
- ☐ LinkedIn content
- ☐ Interview preparation
- ☐ Upskilling
- ☐ Follow-up messages
- ☐ Portfolio development

FOUR, get honest on where do your priorities conflict? _____

What's your most important focus for the **Next 30 Days**? _____

FIVE, L | LIMIT DECISION FLOW by knowing what noise you’re encountering, choosing which decisions are most closely aligned with your priorities, and considering ways to create boundaries.

COMMON NOISE	DECISIONS TO MAKE	CREATE BOUNDARIES
- Recruiters - Family Opinions - LinkedIn Gurus - Job Boards - Headlines - AI Tools - Networking Opportunities	- Which jobs should I apply for? - Should I rewrite my resume again? - Which networking event should I attend? - Should I take a class? Which one? - What should I post on LinkedIn?	- Only 3 Target Roles - Only 20 Target Companies - Minimize Resume Updates - Networking Blocks - LinkedIn Content Schedule

SIX, take what you’ve learned and identify what is draining your energy every day? _____

SEVEN, create a rule to protect yourself. For example: “I only apply to companies where I have a connection.” _____

EIGHT, M | MOVE WITH RHYTHM by defining a cadence for your week. Choose one or two things to focus on each day. Complete those things and you accomplish something every day.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Write 2 posts for the week & comment on 2 other posts, interview practice.	Comment on 2 posts, follow up with connections, research target company & identify hiring leaders.	Comment on 2 posts, apply to 2-3 highly aligned positions w tailored resume, alumni/recruiter outreach.	Comment on 2 posts, upskill for 60-90 minutes, reach out to 1 target company connection.	Comment on 2 posts, send thank you notes, refresh a part of your profile, celebrate one win, plan next week’s activities.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

NINE, depending on where you are, name 3 important actions to do this week. _____

TEN, reduce your feeling of overwhelm and commit to one action in the next 24 hours. _____

REMEMBER: You do not need perfect certainty. You need enough clarity to take the next step.