

## Planning for Job/Internship Search Success

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What is your goal? (Make it **Specific, Measurable, Action-Oriented, Relevant and Time-bound, e.g. Instead of “get a job”, consider something like: “Get hired as a nurse by September 1<sup>st</sup>.”)**

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Action Items and Tasks
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List at least 5 specific action items and tasks that will help you achieve your goal. If landing a Full-time job is part of your goal, see the job search overview handout for some ideas of specific actions to take.

	Action or Task	Target Date	Completed Date
1.			
2.			
3.			
4.			
5.			

How will you reward yourself when you accomplish your goal? \_\_\_\_\_

**PRO-TIP:** Put together a calendar of regular work blocks, activities or check-ins to maintain a structure and hold yourself accountable towards your goals.