

# Time Management / Campaign Management

# Maintaining Web Profiles

- LinkedIn
- Facebook (page)
- Google Profile
- Yahoo Profile
- WNYEC
- Visual CV
- Monster
- Career Builder
- Indeed
- Twitter

# Personal Website

- Maintain the Content
- Maintain Links
  - From LinkedIn
  - From WNYEC
  - From Email Signature
  - Resume
- Monitor Activity
  - Google Analytics

# Maintaining Marketing Collateral

- Resume
- Cover Letters
- Bio
- Branding/Elevator Speech
- Portfolio

# Networking

- Online
- Email
- Face to Face

# Job Search

- Job Boards
- Networking Sites
- Target Companies
- Interview Prep

# Company Research

- Company's Website
- Company's Annual Report
- LinkedIn
- Google Search
- Google Alerts
- Business First
- Library
- Facebook
- Twitter

# Applying for Jobs

- Completing Applications
- Tweaking Cover Letters
- Tweaking Resumes
- Interviews

# Follow Up

- LEADS
- Interviews
- Applications
- Networking Meetings
- Thank You

# Record Keeping

- Three Ring Binder
- File Folders
- Spreadsheets
- Word Document

# Continuing Education

- Computer Skills
- One Stop
- BETC
- Toast Masters

# Other Activities

- Volunteering
- Consulting

# Structure

- Daily Routine
- Weekly
- Monthly