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WORK IT DAILY

JANUARY 2018

CAREER CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
31 Watch "Getting Started" video & activate Slack	1 Watch the Resume Tutorial	2 Put your resume in the Work It Daily format	3 Submit resume to @careercoach in Slack as a PDF (Here's how)	4 Update resume based on feedback from @careercoach	5 Watch Office Hours in Slack (live!)	6 Enjoy your day! Get out & be active
7 Introduce yourself on Slack channel #january-calendar (Here's how)	8 Watch the Cover Letter Tutorial	9 Put your cover letter in the Work It Daily format	10 Submit cover letter to @careercoach in Slack as a PDF	11 Update cover letter based on feedback from @careercoach	12 Watch Office Hours in Slack (live!)	13 Give yourself a high-five - you're doing great!
14 **What have you accomplished?** Tell us in Slack #january-calendar	15 Watch the LinkedIn Plan tutorials	16 Put your LinkedIn profile in the Work It Daily format	17 Submit LinkedIn profile to @careercoach in Slack public URL	18 Update LinkedIn profile based on feedback from @careercoach	19 Watch Office Hours in Slack (live!)	20 Remember why you're doing this!
21 **What have you accomplished?** Tell us in Slack #january-calendar	22 Watch Mastering Networking tutorials	23 Take an inventory of your network using this tool	24 Make a list of 10 companies you want to work for	25 Reach out to 1 person from each company using our templates	26 Watch Office Hours in Slack (live!)	27 Take some time to listen to positive music & reflect
28 **What have you accomplished?** Tell us in Slack #january-calendar	29 Watch Interview Prep tutorials	30 Review the most common interview questions	31 Learn how to structure your interview answers	1 Review questions to ask during interviews	2 Watch Office Hours in Slack (live!)	3 Relax! You crushed it over the last month!