

## WEEKLY TO DO'S

WEEK \_\_\_\_\_

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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SOMETIME THIS WEEK

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# LINKEDIN CHECKLIST

- Profile Picture
- Change Your Cover
- Description
- 'About' Section
- Add needed features
- Job Experience
- Volunteering is added to Job experience
- Skills
- Languages
- References & CV pdfs
- Recommendation on LinkedIn
- LinkedIn Recommendations -> graphics
- Network You have
- Network You need
- Activities & Articles
- Content Development
- Weekly Content Planning
- Give Recommendations
- Turn on the 'Searching for a Job' button
- Check Grammar
- You are ready!

NOTES

# PLAN FOR TODAY



## TO-DO LIST

A large, empty rectangular box with a light yellow background, intended for writing a to-do list.

## MORNING SCHEDULE

A large, empty rectangular box with a light yellow background, intended for writing a morning schedule.

## AFTERNOON SCHEDULE

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# YEARLY GOALS

January	February	March
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April	May	June
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July	August	September
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October	November	December
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