

Planning Your Future *Near & Far*



The key to planning is a calendar. It's hard to make plans, and be able to follow through on them, without being clear about your other obligations. It also serves as a reminder of commitments made.

Important elements of a date book:

- **Commitments** – keep track of where you are suppose to be, and why
- **Dates** – be sure check the date. Avoid double booking, which is planning to be in two places at once. If you find that you double booked, it's best determine which is more important to follow through on, and let the other party know you can't make it. It could be between a dentist appt. and seeing a movie, both of which can be done at a later time. You decide
- **Times** – a big mistake with time is that we often don't know how long it takes to do some things. Perhaps you only have 20 minutes before your next commitment, not a good time to go to the movies, right? Also be aware of how long it takes to drive to places. Include this in your time management.
- **Names-** Know who you have appointments with, or who you spoke with, for future reference. Write it down here.
- **Phone numbers-** in case something happens. If you can't follow through on a commitment, it's best to call and say so.
- **Keep it with you and use it-** if you don't keep it with you, you won't be able to refer to it, or use it to make other appointments.

If you don't have a calendar or date book, use these in the short term to plan out the next four weeks. Use one that suits you best, and get to an office store for a planner soon.

EXAMPLE #1 (Week 1 of four weeks)

| Sun 13 th | Mon 14 th | Tues 15 th | Wed 16 th | Thurs 17 th | Fri 18 th | Sat 19 th |
|--|--|---|--|---|--|--|
| <ul style="list-style-type: none"> • Mow neighbors lawn | <ul style="list-style-type: none"> • Worksheets • Network • Babysit cousins | <ul style="list-style-type: none"> • <u>Ask</u> References • <u>Go</u> to Football game | <ul style="list-style-type: none"> • <u>Begin</u> resume • Career Center • 3 job apps | <ul style="list-style-type: none"> • <u>work</u> on resume • Hang with jack | <ul style="list-style-type: none"> • <u>Call</u> job appl. sites • Visit Career Center | <ul style="list-style-type: none"> • Skate with friends all day |

EXAMPLE #2 (plans for this week)

| Day | What to do | Done | Call or notes |
|-------------------|--|------|--|
| Sunday 1/13 | <u>Complete</u> two worksheets on the www.fhyouth.org | √ | Call Joey's dad and Mr. Jones |
| | <u>Tell</u> two people you are looking for a job | √ | |
| | Mow neighbors lawn | | |
| Monday 1/14 | <u>Complete</u> two more worksheets on www.fhyouth.org | √ | |
| | <u>Identify</u> four people you can potentially use for references | √ | |
| | Babysit cousins 3-8 | √ | |
| Tuesday 1/15 | <u>Ask</u> those four people if you can use them for a references | | Uncle John, Mrs. Stewart, Mr. Stevens, and Julie Andrews |
| | Then <u>go</u> to football game with Jack | | |
| | | | |
| Wednesday 1/16 | <u>Begin</u> to write resume, <u>complete</u> 1 section | | |
| | <u>Fill out</u> three job applications | | |
| | <u>Call</u> career center to make appt. | | |
| Thursday 1/17 | <u>Complete</u> second section of resume | | |
| | Then <u>hang out</u> with James | | |
| | | | |
| Friday 1/18 | <u>Make</u> Follow up phone calls to places where I applied. | | |
| | <u>Visit</u> Career Center at 3:30 | | |
| | | | |
| Saturday 1/19 | <u>Skateboard</u> with Friends | | |
| | | | |
| | | | |

If you actually did all the things you set out to do, you might feel quite accomplished. If you don't know how to get started, ASK. The local career center is a great place to get assistance, and it's free. Notice that in each of these calendar examples, the action word is underlined. When you write out your to do list, underline that action that needs to happen.

Planning Calendar

For 1 week

EXAMPLE

| Day | What to do | Done | Call or notes |
|-----------|------------|------|---------------|
| Sunday | | | |
| | | | |
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| Monday | | | |
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| Tuesday | | | |
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| Wednesday | | | |
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| Thursday | | | |
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| | | | |
| Friday | | | |
| | | | |
| | | | |
| Saturday | | | |
| | | | |
| | | | |

Planning Calendar

Next 4 Weeks

| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-----|-----|------|-----|-------|-----|-----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

www.fhyouth.org

Franklin Hampshire Regional Employment Board and Career Center