

Example Initial Set-up Plan

Activity	Due date	Complete ✓
Review my financial situation; get advice/help. Contact local Jobcentre (if appropriate)		
Read through the outplacement material		
Complete assessment 1 – define my requirements		
Complete assessment 2 – defining my offering		
Complete my proposition statement		
Define my job market(s)		
Identify 5 job search sources		
Prepare first draft of my CV		
Develop my weekly action plan and targets		
Develop my contacts database		
Define frequency and content of strategy reviews		