

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

### EXAMPLE #2 (plans for this week)

Day	What to do	Done	Call or notes
<b>Sunday</b> 1/13	<u>Complete</u> two worksheets on the <a href="http://www.fhyouth.org">www.fhyouth.org</a>	√	Call Joey's dad and Mr. Jones
	<u>Tell</u> two people you are looking for a job	√	
	Mow neighbors lawn		
<b>Monday</b> 1/14	<u>Complete</u> two more worksheets on <a href="http://www.fhyouth.org">www.fhyouth.org</a>	√	
	<u>Identify</u> four people you can potentially use for references	√	
	Babysit cousins 3-8	√	
<b>Tuesday</b> 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		
<b>Wednesday</b> 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.		
<b>Thursday</b> 1/17	<u>Complete</u> second section of resume		
	Then <u>hang out</u> with James		
<b>Friday</b> 1/18	<u>Make</u> Follow up phone calls to places where I applied.		
	<u>Visit</u> Career Center at 3:30		
<b>Saturday</b> 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			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

[www.fhyouth.org](http://www.fhyouth.org)

Franklin Hampshire Regional Employment Board and Career Center

## Planning Calendar

Next 4 Weeks

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

[www.fhyouth.org](http://www.fhyouth.org)

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