The Sustainable Weekly Search Rhythm

A job search is a long-distance event, not a sprint. This planner helps you set a weekly effort budget, match tasks to your energy and build recovery in from the start, so you still have something left when the right interview comes along.

Step 1: Set your effort budget

Hours I will spend on my search each week

My daily finish time

My full day off each week

My best time of day for focused work

Step 2: Sort your tasks by energy

High-energy tasks (do at your best time)	Low-energy tasks (do when energy dips)
Tailored applications and cover letters	Updating your job search tracker
Interview preparation and practice	Saving and sorting new roles
Networking calls and coffees	Engaging with LinkedIn posts
Rewriting your CV or LinkedIn	Company research and reading

Step 3: Focus on the channels that work

For most senior candidates, referrals, direct approaches and specialist recruiters outperform job board applications. Rank your channels and give most of your time to the top two.

Channel	Results so far	Share of my time
Referrals and introductions		
Direct approaches to target organisations		
Specialist recruiters and headhunters		
Job boards and LinkedIn applications		
Other:		

Watch for the three signs of burnout: exhaustion before you start, cynicism ("what is the point?") and reduced effectiveness (generic applications, flat interviews). If two or more sound familiar, ease the pace rather than pushing harder.

My week

Week beginning: _____ Hours planned: _____

Day	Focused work	Lighter tasks	Networking	Rest
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Recovery I am protecting this week

Priority applications this week (two or three)

Example rhythm for a full-time search: Monday plan and choose priorities; Tuesday and Wednesday focused applications and interview preparation; Thursday networking; Friday morning admin and your Resilience Check-In; Friday afternoon to Sunday off.