

**PLAN OF ACTIVITIES**

**Next Appointment** 12/6/2013

**Name:** Nina Owens **JAS ID:** 1234677 **Hrs required** 35 **Dates:** 11/24/13-11/30/13 **Coach:** Stu

<b>MENU OF ACTIVITIES</b> remember to include travel time >>	<b>Suggested Hours</b>	<b>Sunday Actual</b>	<b>Monday Actual</b>	<b>Tuesday Actual</b>	<b>Wednesday Actual</b>	<b>Thursday Actual</b>	<b>Friday Actual</b>	<b>Saturday Actual</b>	<b>Activity</b>
Assessments	1 - 2		1.0						Key train
Check Email - Job Search Only	.5 - 1		0.5	0.5	0.5				
Coach Meeting	1		1.0						
Create/Target 60 Second Commercial	1								
Create/Update/Target Cover Letter	1		0.5						Cover letter for Wa
Create/Update List of References	1								
Create/Update Master Application	2								
Create/Update/Target Master Resume	2		0.5						Target Resume Wa
Create/Update Thank You Letter	1			1.0	0.5				Created Thank you
Daily Office Visit/Check-in	1		1.0	0.5	1.0				
<b>EMAIL/PHONE FOLLOW-UP *</b>	.5							0.5	Info on the back
<b>INFORMATIONAL INTERVIEW *</b>	1								Info on the back
<b>IN-PERSON CONTACT*</b>	1								Info on the back
Job Club	2								
<b>JOB FAIR/HIRING EVENT *</b>	1 - 4								Info on the back
<b>JOB INTERVIEW *</b>	2 - 4			2.0	1.5				Info on the back
Labor Market Research	1								
<b>ONLINE JOB SEARCH/APPLICATION *</b>	1 - 3		1.0	1.5					Web Address on the
Orientation	1 - 2		1.0	1.5					
Prep for Interview	1 - 2			1.0	1.5				
Prep for Informational Interview	1 - 2			1.0	1.5				
Workshops	2 - 6		2.0						Interviewing
Deliver thank you				0.5	0.5				
<i>Practice Commerical</i>				0.5	0.5				
<i>Network w/Sam Lee for cook job</i>		0.5							Olive Garden openi

**\* CUSTOMER REQUIRED TO ENTER ADDITIONAL INFORMATION ON BACK WHEN NEEDED TO RECEIVE CREDIT FOR ACTIVITY \***

ACTIVITY HOURS >	staff use only >		0.5	8.5	10.0	7.5	0.0	0.0	0.5	<b>TOTAL</b>	27.0
HOLIDAY HOURS >	staff use only >						7.0	7.0		<b>TOTAL</b>	14.0
EXCUSED HOURS >	staff use only >									<b>TOTAL</b>	0.0
DAILY TOTAL >	staff use only >		0.5	8.5	10.0	7.5	7.0	7.0	0.5	Coach Verified: Stu	

**PLAN OF ACTIVITIES CONTACT INFORMATION**

**Name** Nina Owens

**JAS ID** 12346

**NOTES and planned activities**

*Do labor market research and work on my 60 second commercial  
Need to call Sue at Big Lots and drop off resume at Dr. office for front desk job  
Attend workshop for resumes next week*

**JOB CONTACT/APPLICATION INFORMATION**

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DATE	Business or person's name	<b>Wagner Baker</b>	DATE	Business or person's name	<b>Red Lo</b>
11/26/13	<b>Interview for cook</b>		11/27/13	<b>Interview for cook</b>	
Address or Website	<b>1324 Capital Blvd. Olympia, WA</b>		Address or Website	<b>354 4th Ave., Lacey, WA</b>	
Phone Number	<b>Lisa Sample 360-253-1245</b>		Phone Number	<b>Steve Hammer 362-</b>	
DATE	Business or person's name	<b>Safeway</b>	DATE	Business or person's name	<b>St. Pete</b>
11/26/13	<b>Online app/ Bakery</b>		11/27/13	<b>Online app/ cook</b>	
Address or Website	<b>Safeway.com</b>		Address or Website	<b>Stpetershospital.com</b>	
Phone Number			Phone Number		
DATE	Business or person's name	<b>Wagner Baker</b>	DATE	Business or person's name	<b>Olive G</b>
12/2/13	<b>Lisa Sample, manager</b>		11/24/13	<b>Spoke to Sam, he's a server</b>	
Address or Website	<b>Spoke to Lisa about status of job</b>		Address or Website	<b>at Olive Garden</b>	
Phone Number	<b>360-253-1245</b>		Phone Number	<b>360-754-1325</b>	
DATE	Business or person's name		DATE	Business or person's name	
Address or Website			Address or Website		
Phone Number			Phone Number		
DATE	Business or person's name		DATE	Business or person's name	
Address or Website			Address or Website		
Phone Number			Phone Number		
DATE	Business or person's name		DATE	Business or person's name	
Address or Website			Address or Website		
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DATE	Business or person's name		DATE	Business or person's name	
Address or Website			Address or Website		
Phone Number			Phone Number		

EXAMPLE



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**TOTAL WEEKLY  
HRS staff use**

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**123-1256**

**rs Hospital**

**arden**

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