DAILY PLANNER Date: _____

Daily Plan

7.30 – 8.00	
8.00 – 9.00	
9.00 – 10.00	
10.00 – 11.00	
11.00 – 12.00	
1.00 – 2.00	
2.00 – 3.00	
3.00 – 4.00	
4.00 – 5.00	

General

Placed candidates waiting to commence employment

Candidate Name	Phone Number	Contacted	State	Company Name	Hiring Manager Name	Phone Number

Awaiting Resumes from (Ask for their friends resumes as well)

Name	Phone Number	Email	Name	Phone Number	Email

Facilities to call back for job order

Company	Contact Name	Department	Phone Number	Email	Notes

Reference Checks

Candidate Name	Phone Number	Company to Contact	Person to Contact	Phone Number

Monthly Target: _____Placements Placements to Date: #:_____

Interviews to arrange after candidates have been marketed

Candidate Name	Code	Phone Number	Company Name	Contact Name	Phone Number

Interviews Scheduled for Future (Need to be prepped for interviews)

Candidate Name	Date	Time	Phone Number	Company Name	Contact Name	Phone Number

Follow up on Interviews Scheduled for Today

Candidate Name	Time	Phone Number	Company Name	Contact Name	Phone Number

Follow up on Interviews that have taken place previously that need decisions

Candidate Name	Code	Phone Number	Company Name	Contact Name	Phone Number
