



# SCHEDULE

Use this schedule to track your progress as you work through the 48 Day plan.

DAY	✓	ACTIVITY
1	<input type="checkbox"/>	Review this schedule. See yourself completing all steps on schedule as outlined. Recognize you are not waiting for your future to appear; you are going to plan and create it. Review the Overview and read the Personal Commitment. Think about the process you are starting and sign and date the commitment.
2	<input type="checkbox"/>	<b>Read Chapter One - What Is Work?</b> Ask yourself what work has meant to you so far. Then ask yourself what you were “born to do.” Has your work and what you were born to do been a match or are they different? Complete the questions throughout Chapter One.
3	<input type="checkbox"/>	<b>Read Chapter Two - Who Would Hire Me?</b> Recap your own work history. How close to the national averages are the lengths of your jobs? What caused the changes in your jobs—was it something you did or circumstances beyond your control? Be totally honest in your responses.
4	<input type="checkbox"/>	Write your responses to the questions in Chapter Two. Remember, your plan will come alive if you write your responses. Realize you are simply clarifying your past at this point. Then you will be better able to describe the changes needed for the future you desire.
5	<input type="checkbox"/>	<b>Read Chapter Three - Yes, I Do Have an “Education.”</b> Describe your education in response to the information in this chapter. Identify three things you can do to improve your knowledge or ignite your creativity.
6	<input type="checkbox"/>	Make a list of some of your nontraditional educational experiences. Make a list of the skills you have gained through these experiences. Which of your skills do you think is most marketable?
7	<input type="checkbox"/>	Take a few moments to list some of the needs people have that you might be able to meet. As you make your list, mark three or four ideas that might become a source of income. Keep the list for future reference.
8	<input type="checkbox"/>	<b>Read Chapter Four - Creating a Life Plan.</b> Are you comfortable seeing work as simply one tool for a successful life? Are you making deposits of success in the other important life areas?
9	<input type="checkbox"/>	Talk to two people today about your new understanding of “vocation,” “career,” and “job.” See if you can describe them in a way that gives those people new hope and inspiration.
10	<input type="checkbox"/>	Dan talks about people who have inspired him along the way. Name three or four people who have been positive mentors to you. Whom could you contact right now to ask for advice?
11	<input type="checkbox"/>	<b>Read Chapter Five - Success Is More than a Job.</b> Complete the Wheel of Life activity. How would you describe your life balance? In what areas do you need work? What is your strategy for overcoming the tendency to embrace “sanctified ignorance?”

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12	<input type="checkbox"/>	Describe a time in your life when indecision caused you to lose an opportunity. You now have learned a simple five-step process for removing the crippling effects of indecision. Think about any major decision you made. How long did it take you to make that decision? Will you agree that indecision in any area cripples us in other areas of our lives? Complete all the questions in Chapter Five.
13	<input type="checkbox"/>	Complete the Personal Checkup. Overview the Seven Areas for Achievement. Success typically doesn't "just happen." It shows up as a result of making deposits that are positive, healthy, and success-building. What are you doing in each of the seven areas that is building the success you want?
14	<input type="checkbox"/>	<p><b>Read Chapter Six - The Cure for Divine Discontentment.</b> Recognize that "divine discontentment" is a good thing. It is likely God prompting you to take a fresh look at where you are and where you are going. Recognize that meaningful, purposeful work will integrate your:</p> <ul style="list-style-type: none"> <li>• Skills and Abilities</li> <li>• Personality Traits</li> <li>• Values, Dreams, and Passions</li> </ul> <p>The more you know about yourself in these areas, the easier it will be to recognize work that fits you. Now complete the <b>Countdown to the Work I Love</b> questions at the end of Chapter Six.</p>
15	<input type="checkbox"/>	<b>Read Chapter Seven - Show Me Your Promo Materials.</b> Now we are getting to the "nuts and bolts" of the process. Think about how your current résumé sells you. Does it position you for what you want to continue doing, or is it just a historical overview of what you've done? Does a chronological or functional résumé best present your most desirable skills and abilities? Work through the questions in Chapter Seven.
16	<input type="checkbox"/>	Create your résumé. List your skills and abilities. Some skills areas include sales and marketing, administration, budgeting, computer programming, customer service, mechanical ability, accounting, supervising, graphic design, counseling, training, writing, organization, etc. Use the Sample Résumés found in your workbook to help create the résumé in which you can have confidence. That résumé will open doors to the work you love.
17	<input type="checkbox"/>	Make a list of 10-15 words or phrases that blend your (1) Skills and Abilities; (2) Personality Traits; and, (3) Values, Dreams, and Passions. This is where you can start to get creative about your future work. It might or might not be a traditional job. The good news is that you can create the work you love!
18	<input type="checkbox"/>	<b>Read Chapter Eight - Six Jobs Offers in Ten Days!</b> Carefully evaluate your skills and abilities. Is your work history classified as "production work" or "knowledge work?" What can you do to position yourself for some degree of knowledge work?
19	<input type="checkbox"/>	Review the "Better methods for finding a job" and identify two methods that might lead to more possibilities for you. Who are some people who can help you find job opportunities?
20	<input type="checkbox"/>	Start the clock on your job search. Compose your <b>Introductory and Cover Letters</b> using the samples included in the workbook.
21	<input type="checkbox"/>	Send out the <b>first 15-20 Introductory Letters</b> . Keep track of each letter sent and any follow-up correspondence with each company.
22	<input type="checkbox"/>	Recognize that the traditional job is being challenged. Companies are looking for ways to pay for results rather than time. What are three or four ways you could offer to be paid for results in your current or future job?
23	<input type="checkbox"/>	Talk to two people today who are already doing what you want to do. It will build your confidence that you can do the same thing.
24	<input type="checkbox"/>	You are halfway there! This is <b>Day 24 of 48</b> . You've made a lot of progress. Stay positive! Remember this is a process. You are now taking the initiative in contacting companies. You will contact some organizations that can't use you and don't know why you contacted them. That's OK. This is the way we find the 87% of job opportunities that are unadvertised. This is how you bypass the competition and put yourself in the best position for the most exciting opportunities.
25	<input type="checkbox"/>	Send out the <b>first 15-20 Résumés and Cover Letters</b> . Keep track of each submission and any follow-up correspondence.

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26	<input type="checkbox"/>	Send out the <i>second</i> 15-20 <b>Introductory Letters</b> . Keep track of each submission and any follow-up correspondence.
27	<input type="checkbox"/>	Describe the work your parents did. Was it traditional? Was it a good “fit” for them? Did they enjoy it or just see it as a necessary evil? How has their attitude toward work influenced your attitude toward your work?
28	<input type="checkbox"/>	<b>Read Chapter Nine - Do They Like Me? Do I Like Them?</b> Review the information on interviewing. Find someone to help you practice your interview skills. Review the questions you are prepared to answer. At the end of the practice, ask yourself if you would have been excited about bringing you on board. Your ability to sell yourself is critical in getting a job or starting a business.
29	<input type="checkbox"/>	Begin <b>phone follow-up</b> on the first résumés. Start scheduling interviews. Remember, your statistical odds of getting a job offer from only sending out résumés is 1 out of 254. When you add actual phone contact to the process, your odds increase to 1 out of 15! You are better off following up on 35 résumé submissions than you are sending out 1000 résumés and waiting for responses. Prepare to do great phone calls!
30	<input type="checkbox"/>	Send out the <i>second</i> 15-20 <b>Résumés and Cover Letters</b> . Keep track of each submission and any follow-up correspondence. Complete the Questions Asked by the Interviewer in Chapter Nine of the workbook. Review and refine your responses to each question making sure you respond accurately and compactly.
31	<input type="checkbox"/>	From now on focus totally on what you are moving <b>TO</b> , not what you are moving <b>FROM</b> . Focusing on what you are moving FROM tends to keep anger, resentment, bitterness, discouragement, and frustration high. Getting clear on what you are moving TO will activate hope, optimism, boldness, and enthusiasm.
32	<input type="checkbox"/>	<b>Read Chapter Ten - Show Me the Money.</b> Review the Internet sites for salary ranges for your target jobs. You want to be informed, sharp, enthusiastic, and confident. Know that once a company wants you and you want them, you are in a position to negotiate with confidence.
33	<input type="checkbox"/>	Imagine the work you are moving toward as a sacred activity—the perfect expression of what you were put on earth to do. How would you feel at the end of the day with that kind of work? How would your life change?
34	<input type="checkbox"/>	Begin <b>phone follow-up</b> on the second set of résumés. Start scheduling interviews with decision-makers.
35	<input type="checkbox"/>	Think of someone you know who “failed” at something but then went on to great success. Call that person and ask about that experience. Complete the questions in Chapter Ten.
36	<input type="checkbox"/>	<b>Read Chapter Eleven - Being the Boss You Have Always Wanted to Have.</b> Enjoy reviewing the different work models available today. See yourself working in several different areas. Imagine working in some areas in which you have no experience or preparation. Stretch your thinking about the possibilities.
37	<input type="checkbox"/>	<b>Evaluate and Make Decisions.</b> Ask for more information about prospective employers. Talk to people already working for those companies. Make any follow-up contacts with organizations from which you received no responses. Remember, things change quickly so you have to create a “top of mind” position with decision-makers. Review any possibilities you generated.
38	<input type="checkbox"/>	List ten kinds of work where people get paid for results rather than time. For example, an artist, dentist, the guy who mows your yard. Does the idea of being paid for results scare you or is it attractive? You could pay a person laying blocks for a new porch \$1 per block rather than an hourly wage. You might pay a graphic designer \$300 for a book cover design rather than \$40 per hour. List the kinds of results-based work you would be willing to do.
39	<input type="checkbox"/>	Write about a time when you took a risk. What made it risky? If you move toward something that fits you well, would you view it as taking a risk? Why or why not? Could it be a solid move that simply positions you closer to the work you love, that place where your passion overwhelms any fear you might have? Make sure you work through all of the questions in Chapter Eleven.

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40	<input type="checkbox"/>	What unique skills do you have that might be the basis for your own business—writing, drawing, analyzing, singing, driving, creating, building, designing, etc.? Make a list of your skills that add distinctive value to a company or your own business.
41	<input type="checkbox"/>	Download <b>Dan's 48 Low-Cost Business Ideas</b> at <a href="http://www.48days.com/48-biz-ideas">www.48days.com/48-biz-ideas</a> . This will help you see ideas you might bring to life. Identify four or five ideas you can start working on today.
42	<input type="checkbox"/>	Make a list of twenty ideas for businesses you could do on your own. The way to make more money is to find a way to <b>serve</b> more. Don't think you can <b>take</b> from an employer and then <b>give back</b> to those in need. It doesn't work that way. If you give and serve all the time it will accelerate your path to success. Write out three things you already are doing to serve others well. How can you expand on those ideas?
43	<input type="checkbox"/>	<b>Read Chapter Twelve - Dream, Plan, and Act</b> What idea do you have that might be your own <i>Acres of Diamonds</i> ? Check out the growing community of people who are developing their <i>Acres of Diamonds</i> at <a href="http://www.48days.net">www.48days.net</a> .
44	<input type="checkbox"/>	Review your list of twenty ideas developed on Day 42. If you need to expand, go ahead and add some more. Your best ideas will be discovered when you have a lot of ideas available. Narrow down the list to the best three or four based on what "fits" you best from Day 17. Do some additional research on how you could get started with those three or four ideas.
45	<input type="checkbox"/>	Reflect on your goals and begin to "see" work that reflects the life you want, rather than allowing work to define the life you have. You really can have work that matters even as you recognize that work is simply one component of a successful life. Write two sentences that capture your thoughts about your "life" success.
46	<input type="checkbox"/>	Identify a decision you need to make in a non-work related area of your life. Use the process from Chapter Five and make a decision <b>today</b> . You'll be amazed at how freeing it is to get that behind you. Complete the questions in Chapter Twelve.
47	<input type="checkbox"/>	Take a millionaire to lunch today. You will be surprised at how available he/she is. Share that you are on a new path and need some advice. Some people might be telling you that you can't do what you want to do. A millionaire will encourage you to reach for your dreams. One of the hallmark characteristics of successful people is that they spend time with those people already performing at high levels. Be sure to pick up the tab for lunch. You are not begging; you are beginning the life you want to live.
48	<input type="checkbox"/>	Make your final plan and <b>BEGIN!</b> DON'T LOOK BACK FOR ONE YEAR. You must be committed. If you don't really believe in what you are doing, no one else will. Commit to the focused, fulfilling, and directed choice. See this as the next "season" of your life.