

# LACY Timeline EXAMPLE

Goals	December	January	February	March	April	May
Goal #1: Work for an education non-profit	Action Step: research companies, make a list of top choices	Follow up: Ask other non-profit professionals about top-choice list  Action Step: Look for job openings in top-choice organizations	Follow up: Look to see if there are still openings at top-choices  Action Step: Schedule informational interviews	Follow up: Go on 2 informational interviews  Action Step: Write resume and cover letter	Follow up: Have someone edit resume and cover letter  Action Step: Job fairs and networking events	Follow up: Send resume/cover letter  Action Step: Track of job openings/responses
Goal #2: Teaching	Action Step: look up options, degree programs vs. TFA/state teaching programs	Follow up: contact recruiters for programs  Action Step: Collect applications	Follow up: Fill out applications/have someone edit  Action Step: Meet with teachers, get ideas and advice	Follow up: Send in applications/Write resume and cover letter  Action Step: Look into schools that are hiring	Follow up: Contact schools/school job fairs  Action Step: Should hear back from teaching programs, decide on program	Follow up: Interview for teacher  Action Step: Consider other new teaching options
Goal #3: Grad School	Action Step: Schedule GRE, Research graduate programs	Follow up: Narrow down choices/contact recruiters  Action Step: Request applications, note deadlines on calendar	Follow up: Contact references  Action Step: Fill out applications, have someone edit	Follow up: Send in applications  Action Step: Try to be patient while waiting	Follow up: Come up with back up plan, look for later deadlines  Action Step: Should start getting responses, rank choices	Follow up: Submit financial aid forms for best program  Action Step: Consider the right fit

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Prepare  
training

): Contact  
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