

## **Planning Your Day - Every Day**

Think for a moment of how much planning goes into planning a vacation. You need to book a hotel, make flight reservations, purchase appropriate clothes, arrange for vacation time from work, make arrangements for your pets? Children? and make sure you have enough money to cover expenses and arrange for transportation to and from the airport.

If you plan to drive, you need to get directions, hotels along your route, plan for meals, possible stops along the way to sightsee, have your car checked for a long trip etc.

The point is that most recruiters in our profession spend more time planning their vacation than they do planning their day. Which, by the way, determines the type of vacation you are able to plan. Do you spend a week-end in Florida, or fly to Australia for three weeks?

The beauty of the Profession of Recruiting is there are NO LIMITS to what you can achieve. Your owner will NEVER tell you to stop making placements or stop putting out more contractors out on assignment.

Top Producers have certain habits they have MASTERED. If you are newer to Recruiting, it is important for you to realize "EVERY MASTER WAS ONCE A DISASTER!" Tiger Woods did not start out as a child playing par golf in his first few games. Even now Tiger Woods has coaches to help fine tune his game and techniques.

In the Recruiting Profession last year there were over 26 recruiters who produced in excess of \$1 million in personal production. It wasn't that long ago that \$240,000 per year was considered top production, now that is average for a direct recruiter!

Fees have gone up and recruiters need to look at the NUMBER OF SALES vs. the production dollars. One sale per month should not be considered GREAT!

You have to PLAN out all of the calls you are going to make every evening BEFORE leaving your office. If you don't have a PLAN, the URGENT things will take up your entire day and you will not get to the important things.

Have you ever forgot to debrief a candidate?

Have you ever forgot to debrief a client?

Did you forget to follow up on a placement?

Did you ever double book interviews?

Are you experiencing no-shows, fall-offs, no starts?

If you answered YES to any of the above questions PLANNING out your day will help you

Put the items in your PLANNER down in order of importance.

**MONEY PAGE:**

1. Possible Closes TODAY
2. Interviews Today (candidate speaking to decision maker)
3. Debriefs – candidates
4. Debriefs – clients

**IF NOTHING IS ON YOUR MONEY PAGE THESE ARE THE NEXT MOST IMPORTANT ACTIVITIES:**

5. Send out and call candidate leads
6. Set interviews
7. PREP – your candidates and clients
8. Reference Checks
9. Hottest Job orders
10. Recruiting Presentations
11. Marketing Presentation
12. Marry off your most place-able candidate first
13. Appointments
14. Incoming Calls
15. Job Orders Written
16. Track your Daily Activities
17. Businesses Expenses

Think of how much time you would save everyday if you arrived knowing exactly which calls to make when as you started each day. And always remember: If you fail to plan, then you plan to fail!