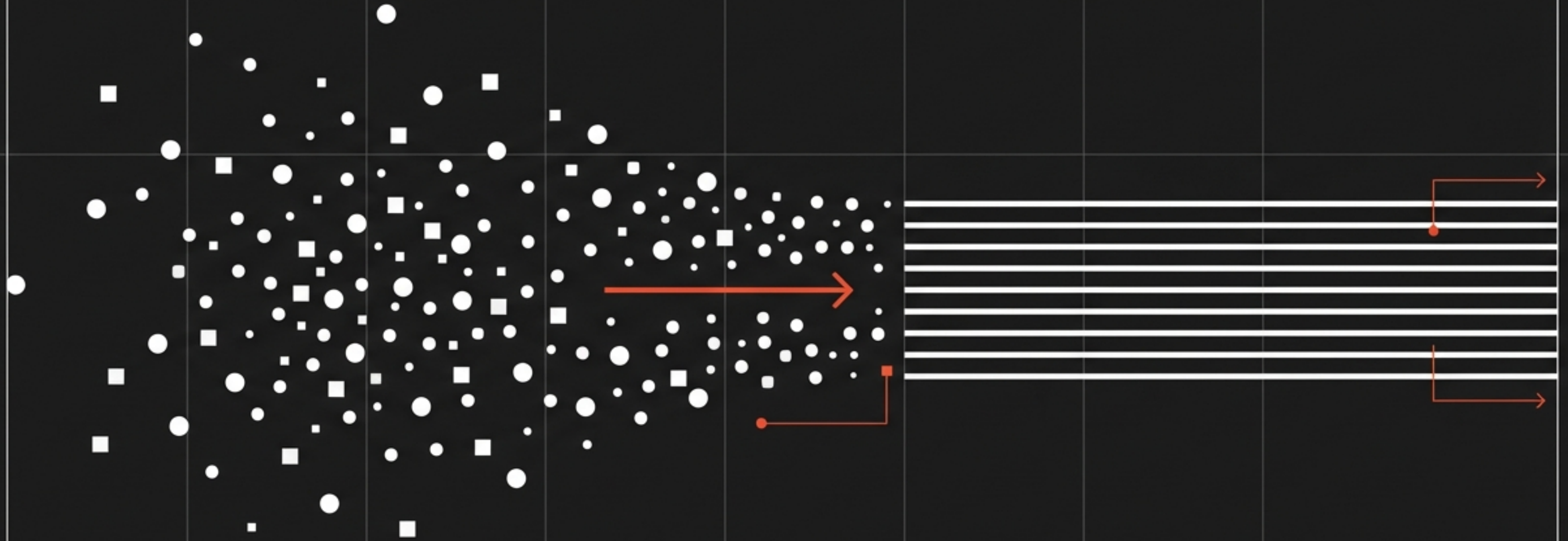


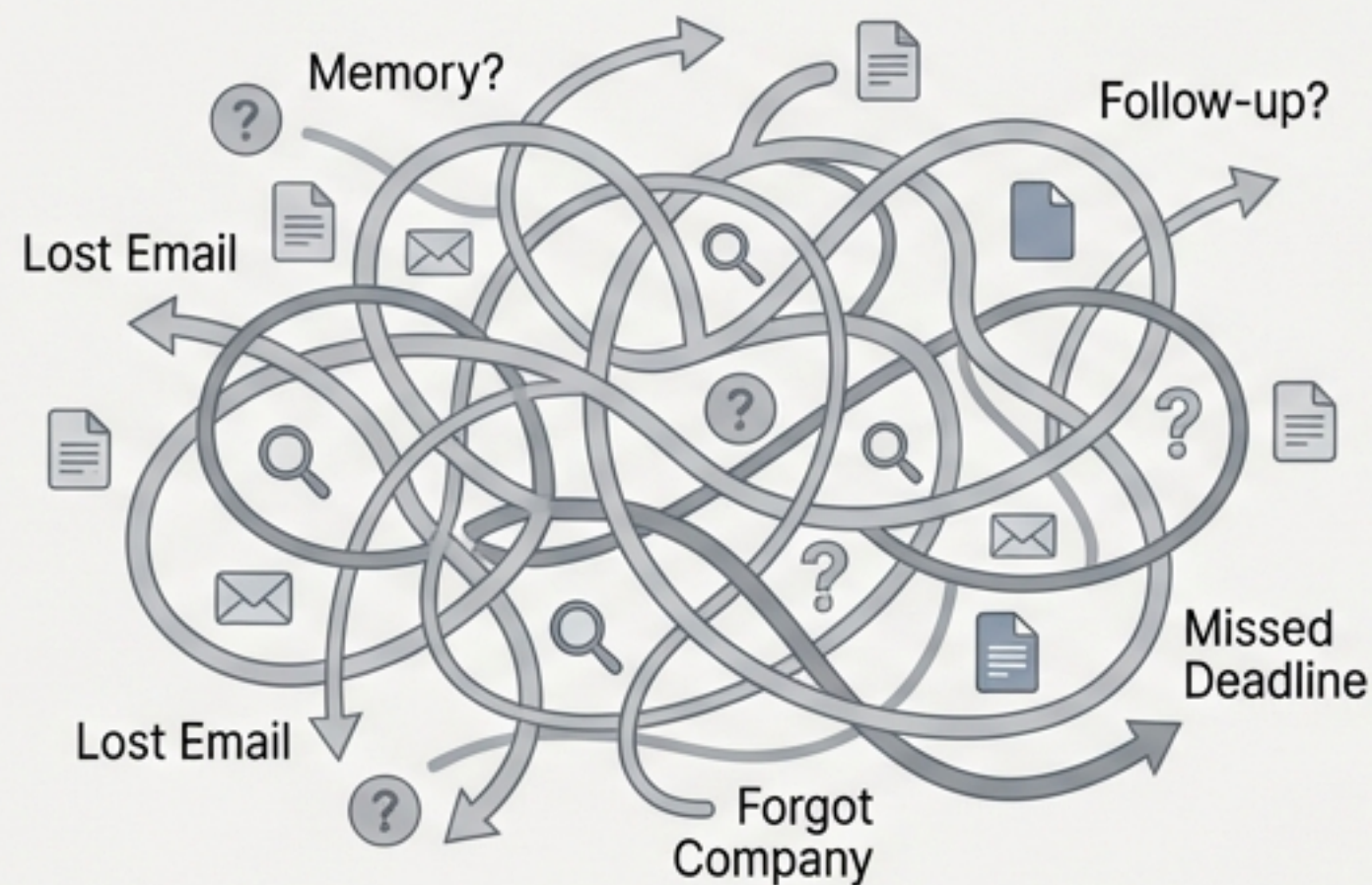
Build Your Command Center

Stop guessing. Start tracking. Turn your job search into a data-driven sales pipeline.



A Job Search Without Tracking is a Leaky Bucket

THE DEFAULT STATE



THE SALES PIPELINE



THE PROBLEM

Without a system, you rely on memory and feelings. You forget which promising application you sent two weeks ago. You miss the critical 5-7 day follow-up window.

THE INSIGHT

Think of your job search like a corporate sales pipeline. A salesperson uses a CRM to track leads; you use an Application Tracking System (ATS) to track opportunities.

THE GOAL

Visibility. At any moment, you must know exactly where every opportunity stands, from from 'Researched' to 'Offer'.

The 7 Stages of the Application Pipeline



RESEARCHED	APPLIED	FOLLOW-UP SENT	SCREENING	INTERVIEWING	OFFER/NEGOTIATION	CLOSED
Role identified, fit determined, added to tracker.	Resume/Cover Letter tailored and submitted. Date recorded.	Networking or recruiter outreach initiated.	Phone screen or initial call scheduled/completed.	Active in process (1st, 2nd, Final rounds).	Offer received or active negotiation terms.	Accepted, Declined, or Rejected.

Every single opportunity you pursue must live in one of these seven buckets.

Deep Dive: Top of Funnel

Stages 1-3: From Research to Outreach



RESEARCHED: Don't just apply. **Verify fit first** to save energy.

APPLIED: Tailoring matters. Record the exact date to trigger the follow-up timer.

FOLLOW-UP SENT: The most frequently missed step. Outreach must happen 5-7 days after application.

AI ASSIST: FOLLOW-UP SCHEDULER

Prompt: "I applied to [Company] on [Date]. Please calculate the 5-7 day window for a follow-up and draft a calendar entry reminder. Then, draft a polite, 3-sentence follow-up email to the hiring manager reiterating my interest."

Deep Dive: Bottom of Funnel

Stages 4-7: Conversion and Outcomes



SCREENING & INTERVIEWING: Log notes immediately. Who did you speak to? What were the pain points?

CLOSED: Never delete a 'Closed' row. Record the outcome (Rejected/Declined). This is your most valuable data source for future optimization.

KEY INSIGHT

'Closed' is not a dead end. It is a data point that informs your strategy for the next 'Researched' role. A rejection recorded is better than a ghosted application forgotten.

Anatomy of the Tracker

+									
	Company	Role	Date Applied	Source	Contact	Pipeline Stage	Next Action	Due Date	Outcome
	Acme Corp	Product Mgr	Oct 12	LinkedIn	J. Doe	Applied	Send Follow Up	Oct 19	-

CRITICAL: What specifically needs to happen next?

MOMENTUM: When does the action happen?

Pro Tip: The tool doesn't matter (Excel, Airtable, Notion). Consistency matters.

The Ritual: The 15-Minute Weekly Review

	Sunday
7:00 PM	
7:30 PM	Pipeline Review

THE SUNDAY ROUTINE

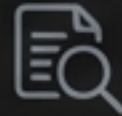
- ☐ 1. Update Stages: Move applications forward (e.g., from Applied to Screening).
- ☐ 2. Identify Overdue Follow-Ups: Look for applications older than 7 days with no action.
- ☐ 3. Plan Outreach: Schedule this week's new applications.
- ☐ 4. Review Patterns: Check rejection trends.

AI ASSIST: WEEKLY REVIEW ASSISTANT

Prompt: "Here is the current status of my active applications: [Paste List]. Identify which ones require a follow-up (older than 7 days), prioritize my actions for Monday morning, and summarize my pipeline health."

Pipeline Health Check: Metrics that Matter

RESEARCHED



5-7 roles

Target Queue

SUBMITTED



3-5

Per Week

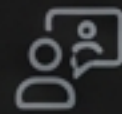
FOLLOW-UPS



100%

Of apps > 5 days

ACTIVE SCREENINGS



1-2

Concurrent

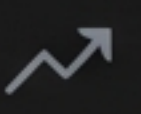
ACTIVE INTERVIEWS



1+

In Progress

RESPONSE RATE

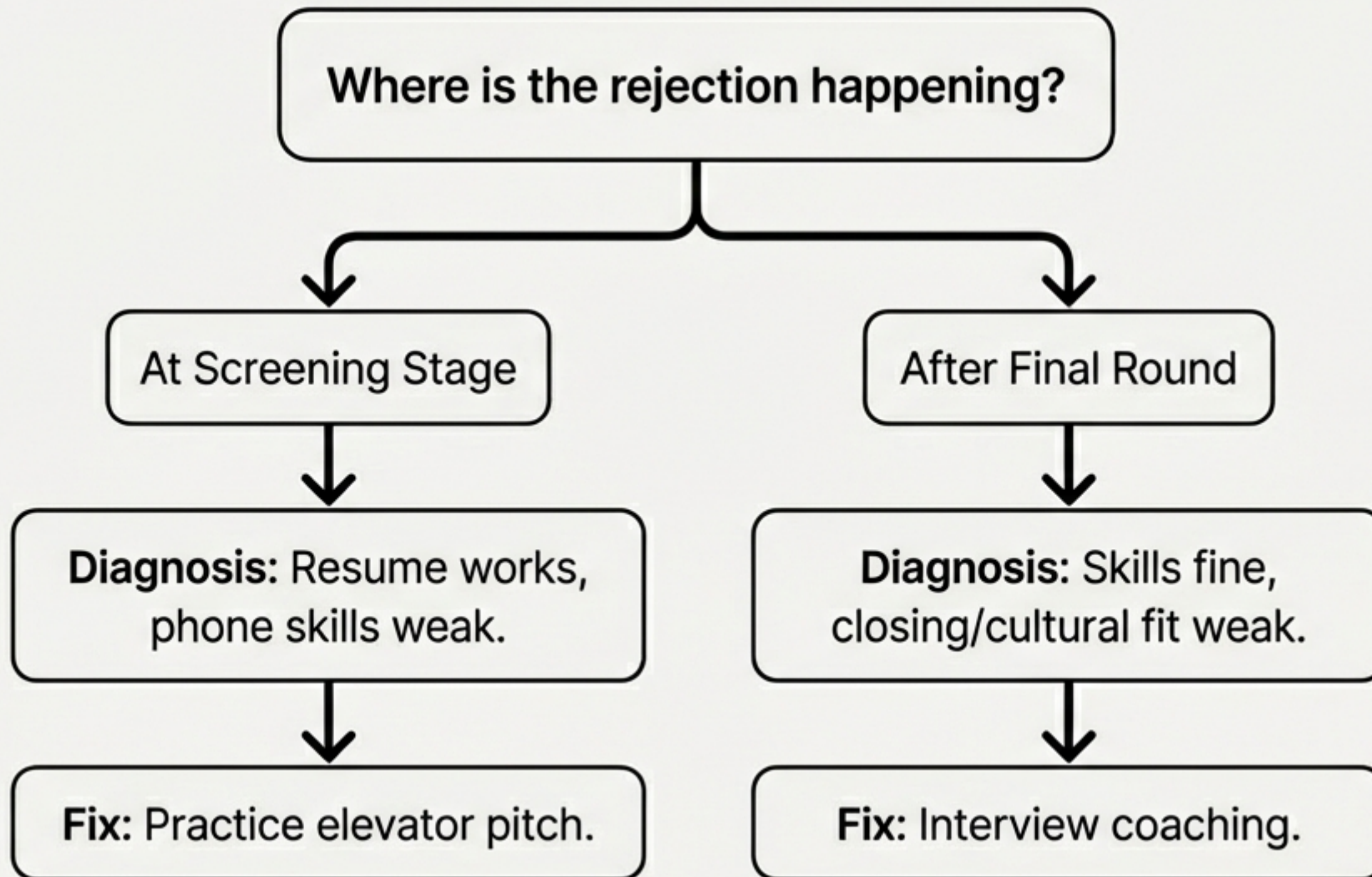


30%+

Target Conversion

INSIGHT: If the top of the funnel (Research) is empty, the bottom (Offers) will be dry in 3 weeks. Maintain flow.

Pattern Recognition: Data Over Feelings



AI ASSIST: REJECTION
PATTERN IDENTIFIER

Prompt: "I am getting rejected consistently at the [Stage Name]. Here are the feedback notes I have received/my own observations: [Notes]. Analyze potential weaknesses in my performance at this specific stage and suggest 3 improvement strategies."

The AI Accelerator Stack



PIPELINE ANALYZER

Assess overall health and identify stuck points.



FOLLOW-UP SCHEDULER

Automate the 5-7 day window calculation and draft emails.



REJECTION IDENTIFIER

Turn qualitative rejection notes into quantitative strategy.



WEEKLY ASSISTANT

Turn raw data into a Monday morning action plan.

Execute the Blueprint



- 1. SELECT YOUR TOOL:** Google Sheets, Notion, or Airtable.
- 2. MIGRATE DATA:** Move all sticky notes and emails into the tracker today.
- 3. SCHEDULE THE RITUAL:** Recurring 15-minute block, Sunday evenings.
- 4. RUN THE NUMBERS:** Analyze 'Source' and 'Stage' columns after 4 weeks.

Your tracking system IS your job search strategy. Without it, you are just guessing.