



GET HIRED FAST PRESENTS

INTERVIEW

— LIKE A —

Sophia
The Digital Pro

CEO

JOB SEARCH

PLANNER

THE ULTIMATE 3-MONTH JOB SEARCH & CAREER SUCCESS PLANNER
FROM APPLICATIONS TO OFFERS — RUN YOUR JOB SEARCH LIKE A BUSINESS

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NOTE FROM YOUR COACH

DEAR DIGITAL SQUAD,

WELCOME TO THE INTERVIEW LIKE A CEO JOB SEARCH PLANNER — YOUR OFFICIAL PLAYBOOK FOR TURNING JOB SEARCHING INTO A POWERFUL, CEO-LEVEL STRATEGY. THIS ISN'T JUST ANOTHER PLANNER. THIS IS YOUR CAREER SUCCESS SYSTEM — DESIGNED TO HELP YOU TRACK, ORGANIZE, AND WIN LIKE THE BOSS YOU ARE BECOMING.

I CREATED THIS FOR YOU BECAUSE I KNOW FIRSTHAND HOW OVERWHELMING THE JOB SEARCH CAN FEEL. BUT HERE'S THE TRUTH: WHEN YOU SHIFT YOUR MINDSET AND RUN YOUR SEARCH LIKE A BUSINESS, EVERYTHING CHANGES. YOU STOP CHASING OPPORTUNITIES AND START ATTRACTING THEM. YOU STOP DOUBTING YOURSELF AND START SHOWING UP WITH THE CONFIDENCE OF A CEO. OVER THE NEXT 3 MONTHS, THIS PLANNER WILL BE YOUR PARTNER.

INSIDE THESE PAGES, YOU'LL SET BOLD GOALS, TRACK YOUR APPLICATIONS, STRENGTHEN YOUR NETWORKING, AND REFLECT ON YOUR WINS. EVERY WEEK, YOU'LL BE BUILDING MOMENTUM. EVERY MONTH, YOU'LL SEE YOUR GROWTH. AND BY THE END OF THIS JOURNEY, YOU WON'T JUST HAVE LANDED INTERVIEWS — YOU'LL HAVE STEPPED FULLY INTO THE CEO OF YOU.

REMEMBER, DIGITAL SQUAD — YOU'RE NOT IN THIS ALONE. YOU'RE PART OF A MOVEMENT OF BOLD, BRILLIANT PROFESSIONALS WHO ARE REWRITING THEIR CAREER STORIES. THIS IS YOUR TIME. YOUR POWER. YOUR SEASON TO RISE.

SO, SHOULDERS BACK, CHIN UP. LET'S DO THIS TOGETHER. LET'S INTERVIEW, NEGOTIATE, AND LEAD LIKE THE CEOS WE ARE.

WITH FIERCE BELIEF IN YOU,

Sophia The Digital Pro



CEO & FOUNDER, SOPHIATHEDIGITALPRO MEDIA GROUP LLC
CREATOR & AUTHOR OF THE INTERVIEW LIKE A CEO SERIES

THE UNSTOPPABLE FORCE

AFFIRMATION: “I’M DONE WAITING FOR PERMISSION.
I CREATE MY OWN TABLE AND TAKE MY SEAT AT IT.”



REFLECTION PROMPT: WHAT AM I NO LONGER WAITING ON TO STEP INTO MY POWER?

OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



WEEK : OCTOBER

WEEKLY OVERVIEW
TOP 3 PRIORITIES

INTERVIEW PREP FOCUS: _____
(EXAMPLE: PRACTICE STAR METHOD ANSWERS FOR LEADERSHIP QUESTIONS)

JOB APPLICATIONS TO SEND THIS WEEK: _____

APPLICATION TRACKER

COMPANY	ROLE	DATE APPLIED	STATUS	FOLLOW-UP

NETWORKING TRACKER

CONTACT	PLATFORM	DATE	FOLLOW-UP NEEDED	NOTES

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BIG WINS: _____

LESSONS LEARNED: _____

NEXT STEPS: _____

CEO MINDSET CHECK-IN

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THE GRATEFUL ACHIEVER

AFFIRMATION: “I CELEBRATE EVERY WIN — BIG OR SMALL — BECAUSE GRATITUDE MULTIPLIES SUCCESS.”



REFLECTION PROMPT: WHAT RECENT WIN AM I MOST PROUD OF, AND HOW CAN I CELEBRATE IT?

NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



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THE REFLECTIVE CEO

AFFIRMATION: “I PAUSE TO APPRECIATE HOW FAR I’VE COME — REFLECTION FUELS MY NEXT LEVEL.”



REFLECTION PROMPT: WHAT LESSONS DID THIS YEAR TEACH ME THAT WILL GUIDE MY NEXT CHAPTER?

DECEMBER

2025

S

M

T

W

T

F

S

12

78910111213

14151617181920

21222324252627

28293031



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