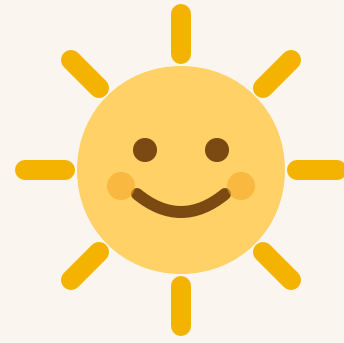


AI JOB SEARCH OS



Club Relaunch

Get back to work.

Tracker Setup Guide

AI Job Search OS · Template pack

Part of the AI Job Search OS kit



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Application Tracker — Setup Guide

Your application tracker is a simple spreadsheet that keeps every job you're pursuing in one place: where you applied, where things stand, and what to do next. No more digging through emails wondering "did I ever hear back from them?"

This guide assumes you've never opened a CSV file before. A **CSV** is just a plain-text spreadsheet — rows and columns, nothing fancy. Let's get it open.

Option A: Open it in Google Sheets (free)

Google Sheets is free with any Google account and works in your web browser — nothing to install.

1. Go to **sheets.google.com** and sign in (or create a free Google account — it takes two minutes).
2. Click the **blank spreadsheet** with the big green plus sign.
3. In the menu at the top, click **File → Import**.
4. Click the **Upload** tab, then **drag your CSV file** into the window (or click "Browse" to find it).
5. Under "Import location," leave it on **Replace spreadsheet**, then click **Import data**.
6. Done! You should see your tracker with the column headers across the top and three example rows filled in.

Save it: Click the title at the top (it probably says "Untitled spreadsheet") and rename it something like "Job Applications — Fall 2026."

Replacing the examples: The three example rows (Harbor & Pine, TalentBridge, Cedarline) are fictional — they're just there to show you how the tracker works. Delete them and add your own applications, or keep one as a formatting reference until you're comfortable.

Option B: Open it in Excel

1. Find the CSV file on your computer and **double-click it**. On most computers, it will open directly in Excel.
2. If it doesn't open in Excel, right-click the file → **Open with** → **Excel**.
3. The columns should appear neatly. If everything lands in one column instead, don't worry: in Excel, go to the **Data** tab → **Text to Columns** → choose **Delimited** → check **Comma** → click **Finish**.

Save it: Press **Ctrl+S** (or **Cmd+S** on a Mac). Excel may ask if you want to keep the CSV format — click **Yes** — or you can do **File** → **Save As** and choose "Excel Workbook" if you prefer.

What each column means

Column	What to put in it
company	The company name. If it's through a staffing agency, note both (e.g., "TalentBridge (contract at Maplewood Unified)").
role	The exact job title from the posting.
status	One simple word: Applied (you sent it), Waiting (waiting to hear back), Interviewing (you're in the process), Follow up (it's time to nudge them), or Closed (didn't work out or you moved on).
next action	The single next thing <i>you</i> need to do — "send thank-you note," "prepare for round 2," "follow up if no reply." One action, not a list.
contact	Who you know there: name, role, and how to reach them. Even "applied through website, no contact yet" is useful.
follow-up date	The date you'll check on this one next. This is the column that keeps you from forgetting people. Use YYYY-MM-DD format (like 2026-10-02) so it sorts correctly.

Your 5-minute weekly review ritual

Pick one day a week — Friday afternoon works well — and spend five minutes on this. Set a phone reminder. Here's the routine:

1. **Sort by follow-up date** (see below) so the most urgent items are on top.
2. **Update statuses.** Anything change this week? Move it to the right status.
3. **Do the next actions.** Send the follow-up email. Write the thank-you note. Each one takes two minutes.
4. **Set new follow-up dates** for anything you touched — usually 7 days out.
5. **Close what's dead.** If it's been three weeks of silence after two follow-ups, mark it Closed. Letting go is part of the system.

Five minutes a week. That's the whole maintenance plan.

Optional simple touches

Freeze the top row so the headers stay visible when you scroll: - *Google Sheets*: Click **View** → **Freeze** → **1 row**. - *Excel*: Click **View** → **Freeze Panes** → **Freeze Top Row**.

Sort by follow-up date so the most urgent applications float to the top: - *Google Sheets*: Click the **follow-up date** header letter, then **Data** → **Sort sheet** → **Sort sheet by column [letter], A → Z**. - *Excel*: Click any cell in the **follow-up date** column, then **Data** → **Sort A to Z**.

Color the statuses (optional but satisfying): - *Google Sheets*: Select a status cell, click the **fill color** paint-bucket icon, and pick a color. Green for Interviewing, yellow for Waiting, gray for Closed — whatever makes sense to you. - *Excel*: Same idea — select the cell, then **Home** → **Fill Color**.

That's everything. The tracker isn't supposed to be impressive — it's supposed to be *used*. A messy tracker you update weekly beats a perfect one you abandon by Tuesday. Get back to work. 💪

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