

CAREER CHANGE CHECKLIST



Ready for a change? Don't make the jump until considering multiple aspects of what a career change really means to your Return On Life.

WHY?

- Define the reason you're searching for change. For example, you are tired, bored, burned out with your current career; you want to take a step down from a high-pressure role; or you want to try a different function to broaden your skill set.
- Consider various aspects of your life that a career change will affect, including working hours, salary, location, and home/family life. How about your social life? Professional networks?
- Decide if you want a position with more, less, or the same level of responsibility.
- Assess what you truly value in work and life. Money is a tool. It's not a goal.

How?

- Define your personal skill set. Consider the skills you enjoy using the most.
- Understand what skills you have that are transferable to an alternative career.
- Determine entry-level positions, salary scales, and industry qualifications.
- Consider the need for further training. This could be online courses, further education, certificates, training courses, self-study, or internships.
- Research various aspects about your desired new career, including who you know in the field.

PREPARE

- Give your resume an overhaul to make it industry specific. Then update your LinkedIn profile.
- Read industry publications and websites. Post and comment about them on social media.
- Monitor job opportunities with saved search lists on job posting sites.
- Request online recommendations from colleagues who can attest to your transferrable skills.
- Give yourself some financial flexibility by cutting back on luxury expenditures you could live without, such as spa treatments, gym memberships, daily lattes, eating out, and subscriptions.

BREAK INTO YOUR NEW FIELD

- Network strategically, not just with those in hiring roles, but think about people who can give you valuable information about the field you want to break into.
- Consider shadowing, volunteering, or interning. This not only gives you an insight into a new career, but it also sets you up to hear about job openings and gets your name & face known.
- Lean on your contacts, colleagues, relatives, and friends of contacts who might already be working in the area you wish to move into. Meet with them and listen to their insights.
- Think positive and be persistent.