

# Career Change Checklist

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## ☐ Self-Awareness

- ☐ Understand what motivates you and use this to identify your dream job.
- ☐ Set professional goals, short- and long-term.
- ☐ Determine why you are looking to embark on a new career now.
- ☐ Determine what satisfaction you seek that you haven't found in your current career.
- ☐ Think how long you seriously considered making a change.
- ☐ Explore your options to a complete career change.
- ☐ Determine what you like and what you would like to change in your current career.
- ☐ Think which of your skills are a good match for the career you would like to have.
- ☐ Research the career you would like to have.
- ☐ Check the future opportunities in your new career.

## ☐ Career Change

- ☐ Understand how the job market functions.
- ☐ Build a contact network that is both supportive and challenging.
- ☐ Be persistent.
- ☐ Be confident.
- ☐ Have a clear objective based firmly on your strengths and supported by your experience.
- ☐ Be financially secure and have enough money to make the transition.
- ☐ Focus on what you want and how you achieve this.
- ☐ Communicate your objective energetically, in writing and in person.
- ☐ Show yourself at your highest level of effectiveness.