**Career Change Readiness Checklist**

Thinking about a career pivot? Use this checklist to evaluate your mindset, skills, and preparation for transitioning into a new career path.

1. **Mindset & Motivation**

I feel excited about exploring new career possibilities.

I am ready to step out of my comfort zone.

I understand *why* I want a career change (burnout, growth, misalignment, etc.).

I’m willing to invest time and energy into learning something new.

I have emotional support from family, friends, or a coach.

1. **Transferable Skills & Experience**

What are your short-term objectives that support your long-term vision?

I can identify the skills I bring that apply across industries.

I can describe my past accomplishments in a way that makes sense in a new field.

I have updated my resume to focus on *skills* over job titles.

I feel confident talking about how my background adds value in a new role.

1. **Research & Preparation**

I’ve explored roles or industries that align with my goals or passions.

I’ve conducted informational interviews or job shadowing.

I understand the common qualifications and expectations for my desired field.

I’ve considered how this change might affect my income, lifestyle, and schedule.

1. **Strategic Planning**

I’ve created a timeline or game plan for making this transition.

I know what training, certifications, or education I might need.

I’ve identified 3–5 target companies or job types I’d like to pursue.

I have a support system or accountability partner in place.

1. **Final Reflection**

On a scale of 1–10, how ready do you feel to make a career change?  
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

What is ONE step you can take this week toward your new career path?  
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