

MAPPING YOUR NEXT CHAPTER



When re-entering the workforce, or navigating a significant career transition, it can sometimes feel like you are starting from scratch. This matrix is designed to help you deconstruct your past experiences and translate them into valuable, universal assets for your next step.

1. Core Transferable Skills Inventory

Look at your previous roles (*including unpaid work, caregiving, or community volunteering*) and identify where you excel

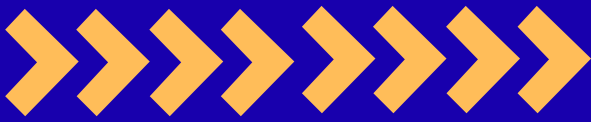
- **De-escalation & Communication:** Navigating high-stress situations, active listening, mediating conflict.
- **Systems & Operations:** Managing schedules, budgeting, coordinating logistics, or keeping digital records.
- **Leadership & Autonomy:** Project management, training others, working independently without micro-management.
- **Adaptability:** Learning new tech quickly, problem-solving on the fly.



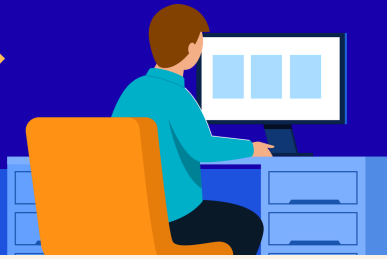
2. The Translation Table

Use this framework to reframe your history. Instead of focusing on what your title was, focus on how your skills solve a new employer's problem.

What I Did Previously	The Core Skill	How to Frame It for Your Next Role
Example: <i>Managing intense family dynamics or caregiving.</i>	Crisis management, emotional regulation, and advocacy.	Experienced in navigating complex interpersonal dynamics and managing high-stress environments.
Example: <i>Frontline service, retail, or hospitality.</i>	Rapid problem-solving, active listening, and workflow optimisation.	Proven ability to manage fast-paced demands while maintaining exceptional client engagement.



Your Turn



What I Did Previously	The Core Skill	How to Frame It for Your Next Role



3. Setting Your Vocational Non-Negotiables

A sustainable career pivot requires alignment with your current wellbeing. List your boundaries.

- **Environmental Needs:** (e.g., quiet workspace, remote options, low sensory overload).

- **Scheduling Boundaries:** (e.g., no weekend shifts, strict finish times to honour family/study commitments).

