

# 10 TIPS FOR NAVIGATING YOUR JOB LOSS



- 1. Give yourself time.** Career transition is a process, not a single event. Don't make big decisions immediately after hearing the news; take time to recover from the shock, sleep on it, and investigate your options.
- 2. Talk it through.** You'll likely have many questions and experience a roller-coaster of emotions. Access personal and professional supports to help you navigate challenging moments and explore next steps. A career coach / counsellor can provide a neutral ear, but you'll likely also find it helpful to talk with friends and family members. You may also want to connect with a lawyer, accountant, or banker to explore your options.
- 3. Reflect on your strengths and be realistic about limitations.** Begin to identify your unique skills and talents. What are you great at? What are you passionate about? Are there skills you need to develop? Tasks you'd prefer to avoid going forward? Changes in your occupation or industry impacting your work? Keep a list handy and add to it daily.
- 4. Explore opportunities.** Notice trends in your community – what type of work is available? Which organizations are the main employers? Are there small businesses that you haven't noticed before? Is self-employment an option for you? Are you ready to downshift? Change careers?
- 5. Set SMART Goals.** Ironically, it's easier to find work when you're specific about what you're looking for than if you're open to anything. Once you've taken stock of yourself and the types of opportunities available, set career goals that are Specific, Measurable, Achievable, Relevant, and Timelined (e.g., I want to be working by \_\_\_\_, earning \_\_\_\_, doing \_\_\_\_, within \_\_\_\_km of home.)
- 6. Gather proof of your accomplishments.** Do you have samples of your work? (If so, ensure you have permission to share them). Letters of reference? Testimonials? Thank you letters? Certificates? Awards? Transcripts? Diplomas? Begin to organize this type of evidence to show potential employers.
- 7. Prepare your marketing materials.** Is your resume up-to-date? Are your cover letters customized and compelling? Do you have a career portfolio or online profile? Working with a career coach or resume strategist can help with all of these pieces.
- 8. Generate leads.** Use a variety of sources – employer websites, professional associations, job search websites (e.g., Monster.ca, Workopolis.com, BCJobs, Craigslist), recruiters, newspapers, or trade journals. Access your network. Most work (in some fields more than 80% of available jobs) is never advertised. Be sure that people you know are aware that you're available and what you're looking for. If your field or community has networking events, attend them regularly.
- 9. Practice your interview skills.** Become comfortable answering the "tough" questions – these are different for everybody. Learn about different types of job interviews. Consider attending an interview workshop or role-playing a mock interview with a career coach.
- 10. Stay optimistic!** Optimism is strongly connected to both career success and job satisfaction. Celebrate successes and focus on positive feedback and experiences. Surround yourself with people who will keep your hope alive. Take small daily steps towards achieving your career transition goals.



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