# **Career Change Planning Guide**

## **Phase 1: Self-Discovery & Assessment**

### **Why Are You Changing Careers?**

**Check all that apply:** □ Lack of growth opportunities □ Poor work-life balance □ Insufficient compensation □ Industry instability □ Want more meaningful work □ Interest in technology □ Need more flexibility □ Seeking new challenges

**Your primary motivation:**

### **Current Situation Analysis**

**Current Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Years of Experience:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Key Accomplishments:**

**Skills That Transfer to Tech:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ → \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ → \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ → \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Financial Reality Check**

**Current Monthly Expenses:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Emergency Fund Available:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time Available for Learning:** \_\_\_\_\_ hours/week

**Financial Runway:** \_\_\_\_\_ months without income

**Can you afford:** □ Reduced income during transition? □ Bootcamp/course costs ($5,000-$15,000)? □ 3-6 months of intensive learning? □ Potential entry-level salary initially?

## **Phase 2: Research & Exploration**

### **Target Tech Roles Research**

**Research 3 potential roles:**

**Role 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Average salary: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Required skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Entry requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Day-to-day activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Role 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Average salary: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Required skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Entry requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Day-to-day activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Role 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Average salary: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Required skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Entry requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Day-to-day activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Informational Interviews Completed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Company** | **Key Insights** | **Follow-up?** |
|  |  |  |  | □ |
|  |  |  |  | □ |
|  |  |  |  | □ |

### **Industry Reality Check**

**Talk to 3+ people in your target field about:**

* Actual day-to-day work vs. expectations
* Entry-level job market reality
* Skills most in demand
* Common career paths
* Work-life balance reality

## **Phase 3: Skill Development Plan**

### **Learning Path Selection**

**Chosen approach:** □ Self-taught (free resources) □ Online bootcamp ($5,000-$15,000) □ In-person bootcamp ($10,000-$20,000) □ University degree/certificate program □ Corporate training program □ Hybrid approach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Timeline & Milestones**

**Target transition date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Month 1-2: Foundation**

**Goals:**

* [ ] Complete basic programming course
* [ ] Set up development environment
* [ ] Build first simple project
* [ ] Join tech communities online

### **Month 3-4: Skill Building**

**Goals:**

* [ ] Complete intermediate coursework
* [ ] Build 2-3 portfolio projects
* [ ] Attend local tech meetups
* [ ] Start contributing to open source

### **Month 5-6: Job Prep**

**Goals:**

* [ ] Polish portfolio website
* [ ] Practice technical interviews
* [ ] Network with industry professionals
* [ ] Apply to first round of positions

### **Month 7-9: Job Search**

**Goals:**

* [ ] Apply to 5+ positions per week
* [ ] Complete take-home challenges
* [ ] Interview with 10+ companies
* [ ] Negotiate first offer

## **Phase 4: Transition Strategy**

### **Bridge Strategy**

**How will you manage the transition?** □ Nights/weekends while working full-time □ Reduced hours at current job □ Career break/sabbatical □ Freelance/consulting to bridge income □ Part-time learning program

### **Risk Mitigation**

**Plan B if transition takes longer:**

**Financial backup plan:**

**Skills to maintain current marketability:**

### **Professional Brand Transition**

**LinkedIn strategy:**

* Month 1: Add "Transitioning to Tech" to headline
* Month 3: Showcase projects and learning
* Month 6: Rebrand as "Junior Developer"

**Network management:**

* Inform current network of career change
* Build new tech network
* Maintain relationships in current field

## **Phase 5: Job Search Execution**

### **Application Strategy**

**Target companies:**

**Application goals:**

* Week 1-2: \_\_\_\_\_ applications
* Week 3-4: \_\_\_\_\_ applications
* Total target: \_\_\_\_\_ applications

### **Interview Preparation**

**Practice schedule:**

* Technical skills: \_\_\_\_\_ hours/week
* Mock interviews: \_\_\_\_\_ per week
* Portfolio presentation: Practice with \_\_\_\_\_

### **Offer Evaluation Criteria**

**Rank importance (1-5):** \_\_\_ Salary \_\_\_ Learning opportunities \_\_\_ Team/mentorship \_\_\_ Work-life balance \_\_\_ Company culture \_\_\_ Growth potential \_\_\_ Remote flexibility

## **Success Metrics & Milestones**

### **30-Day Check-in**

* [ ] Completed initial coursework
* [ ] Built first project
* [ ] Connected with 5 people in tech
* [ ] Set up development environment

### **60-Day Check-in**

* [ ] Completed intermediate skills
* [ ] Built 2-3 portfolio projects
* [ ] Attended 2+ networking events
* [ ] Updated LinkedIn profile

### **90-Day Check-in**

* [ ] Portfolio website live
* [ ] Applied to first positions
* [ ] Completed mock interviews
* [ ] Built professional tech network

### **6-Month Check-in**

* [ ] Interviewed with multiple companies
* [ ] Received first tech job offer
* [ ] Successfully transitioned careers
* [ ] Reflected on lessons learned

## **Support System**

**Who will support your transition?**

* Mentors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Accountability partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Family support: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Professional network: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Online communities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Started:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Next Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_