

# 90-Day Career Transition Roadmap

## A Strategic Plan for Navigating Career Change

### Overview

Career transitions require strategic planning, not just hope. This roadmap breaks your transition into manageable 30-day sprints.

**Best for:** Anyone facing voluntary or involuntary career change

### Pre-Transition: Before You Start

#### ***Emotional Check-In***

- I've processed the emotional reality of this transition
- I understand my "why" for making this change
- I have support systems in place (friends, family, mentor)

#### ***Financial Preparation***

- I have \_\_\_\_ months of savings
- I've calculated my minimum income needs: £\_\_\_\_\_
- I've reviewed benefits/redundancy packages (if applicable)

### Month 1: Clarify & Position (Days 1-30)

#### ***Week 1: Self-Assessment***

**Complete:**

- Skills audit (what do I bring?)
- Values clarification (what matters to me?)
- Energy audit (what energises vs. drains me?)

**Output:** List of transferable skills and target criteria

#### ***Week 2: Define Your Target***

**Questions to answer:**

- What industry/sector am I targeting?
- What role/function best suits my skills?
- What's my ideal company size/culture?
- What's my salary range?

**Output:** Clear job search criteria

### ***Week 3: Update Your Materials***

**Tasks:**

- Rewrite CV to highlight relevant experience
- Update LinkedIn headline and summary
- Refresh portfolio/work samples
- Prepare 3 versions of your "tell me about yourself" pitch

### ***Week 4: Activate Your Network***

**Reach out to:**

- 5 people in your target industry
- 3 former colleagues/managers
- 2 recruiters specialising in your field

**Ask for:** Informational interviews, not jobs (yet)

## **Month 2: Apply & Engage (Days 31-60)**

### ***Week 5-6: Strategic Applications***

**Quality over quantity:**

- Apply to 3-5 roles per week (highly tailored)
- Research each company thoroughly
- Customise every CV and cover letter

**Track:** Company | Role | Date Applied | Status | Follow-up Date

### ***Week 7: Expand Visibility***

**Beyond applications:**

- Attend 2 industry events/webinars
- Publish 1 LinkedIn article or post weekly
- Join 2 relevant professional groups/communities
- Engage with target companies' content

## ***Week 8: Interview Preparation***

**Prepare answers for:**

- Tell me about yourself
- Why this role/company?
- Why are you making this transition?
- What's your biggest weakness?
- Tell me about a challenge you overcame

**Practice:** Record yourself answering these questions

## ***Month 3: Interview & Negotiate (Days 61-90)***

### ***Week 9-10: Active Interviewing***

**For each interview:**

- Research the company + interviewers
- Prepare 5 intelligent questions to ask
- Send thank-you email within 24 hours
- Reflect: Did this feel like a good fit?

### ***Week 11: Follow-Up & Iterate***

**Review what's working:**

- Which applications led to interviews?
- What feedback have I received?
- Where is my message resonating?

**Adjust:**

- Refine pitch if needed
- Target different roles/companies
- Seek additional skill development

## **Week 12: Evaluate & Decide**

### **If you have offers:**

- Compare against your success criteria
- Negotiate salary/benefits
- Ask final clarifying questions
- Make your decision

### **If you don't have offers yet:**

- Analyse gaps (skills? targeting? messaging?)
- Seek feedback from mentors/recruiters
- Adjust strategy for Month 4

## **Weekly Habits Throughout Your Transition**

### **Monday:**

- Review weekly goals
- Plan applications/outreach for the week

### **Tuesday-Thursday:**

- Apply to roles
- Network conversations
- Skill development

### **Friday:**

- Reflect on the week
- Follow up on pending applications
- Plan next week

### **Daily:**

- Check LinkedIn/job boards
- Engage with 3-5 posts in your industry
- One small action towards your goal

## **Metrics to Track**

| Metric | Target | Actual |

|-----|-----|-----|

| Applications submitted | 15-20 total | |

| Networking conversations | 10-15 total | |

| Interviews secured | 3-5 | |

| Offers received | 1-2 | |

## When Things Don't Go to Plan

### ***If you're not getting interviews:***

- Your CV/materials may not be resonating
- You may be over/under qualified for targets
- Your network may need activation

### ***If you're getting interviews but no offers:***

- Practice interview skills
- Seek feedback from interviewers
- Consider if you're targeting the right roles

### ***If you're burnt out:***

- Take a week to recharge
- Simplify your approach
- Focus on quality over quantity

## Support Systems

### **Check in with:**

- Accountability partner (weekly)
- Mentor or coach (bi-weekly)
- Support group or community (ongoing)

### **Self-care:**

- Exercise/movement (3x per week minimum)
- Social connection (don't isolate)
- Hobbies/creative outlets (maintain identity beyond job search)

## Month 4+ (If Needed)

**If your transition extends beyond 90 days:**

- Reassess your strategy
- Consider interim/contract work
- Invest in additional training/certifications
- Seek professional career support

## Final Checklist

By Day 90, you should have:

- A clear target and positioning
- Updated professional materials
- An active network supporting your search
- 15-20 quality applications submitted
- 3-5 interviews completed
- Clarity on next steps (offer, continued search, pivot)

**Need structured guidance?** Book a Career Facilitation session: [www.yourwebsite.com/services](http://www.yourwebsite.com/services)