

Once you've decided that you do want to make a change — whether that's a new company or a new career — here are some practical steps to take to make your transition move along smoothly.



Get your financial house in order. You'll be in better shape to make a change if you're on sound financial footing. Are there expenses that you can cut out — even temporarily — that will help you stockpile cash in the short term? Maybe you need money for additional training or certifications. If your research shows that you may need to take a pay cut initially in order to make a job or career move, start cutting back now so that it's not as big of a shock later.



What do you want to do? How will your next job — or career — be different from what you're doing now? Invest in career testing and/or meet with a therapist or career coach who specializes in helping with job change/career change.



Research your new career. Talk to people who are actually doing the job you want to do — especially if you're moving into a new career field. Research the qualifications for candidates who do what you want to do.



Start compiling the information you need and slowly start disengaging yourself from your current job/current employer. You don't want to take a full box of knick-knacks home at once, but you may start decluttering your files (both paper files and on your computer) and taking some personal items home so that you don't have to pack them up all at once.



Take calls from recruiters or reach out to connect to them. This strategy only works if you're staying in the same industry. Recruiters specialize in placement, so they want to put "round pegs in round holes." They won't be interested in helping you make the change from being a computer software developer to a teacher.



Engage a professional résumé writer to help you develop a résumé for your desired job. This can help you identify transferable skills that you have to offer and boost your confidence when you see the evidence of your qualifications on paper. Be prepared to invest in yourself and in the development of this document, because your résumé writer will have to spend a considerable amount of time to prepare a résumé that demonstrates how your skills, education, and experience are applicable to your new career path.

Practical Steps For Your Job or Career Change

MADLYN  MACKIE

Activate Your Career Dreams!