# Career Transition Checklist

## 1. Define Transition Goals 🎯

Outline what you hope to achieve in your career transition.

|  |  |
| --- | --- |
| **Goal** | **Reason/Objective** |
|  |  |
|  |  |

## 2. Skill Gap Analysis 🔍

Identify any skills or experience needed for the transition.

|  |  |  |
| --- | --- | --- |
| **Required Skill/Experience** | **Current Level** | **Action Needed** |
|  |  |  |
|  |  |  |

## 3. Networking Plan 👥

Plan connections to build a network in your new field.

|  |  |  |
| --- | --- | --- |
| **Contact** | **Role** | **Connection Strategy** |
|  |  |  |
|  |  |  |

## 4. Transition Timeline 📅

Set a timeline for key transition activities.

|  |  |
| --- | --- |
| **Activity** | **Target Date** |
|  |  |
|  |  |

## 5. Reflection & Adjustment 📝

Reflect on progress and make adjustments as needed.

|  |  |  |
| --- | --- | --- |
| **Date** | **Reflection** | **Next Steps** |
|  |  |  |
|  |  |  |

## Pro Tip 💡

Use this template daily or weekly to stay organized and motivated. Adjust it to fit your personal style and goals.

## Additional Notes 📝

Use this space to jot down extra notes, ideas, or anything you want to remember.