

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