

Career Pivot Action Plan

Use this worksheet to clarify your pivot direction, set 90-day goals, and build the confidence to move forward — even when the landscape is shifting.



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MY PIVOT AFFIRMATION

Write a short, present-tense statement of your pivot identity

SECTION 1 · WHERE I AM NOW

Current Role / Industry (Your current or most recent job title & sector)

What's No Longer Working (Skills, environment, or culture that feel misaligned)

My Transferable Strengths (Skills, knowledge, and traits that travel with you)

SECTION 2 · WHERE I WANT TO GO

Target Role / Industry (Be as specific as possible — job title, sector, company type)

Why This Direction (What excites you about this pivot? What problem does it solve?)

Skills to Build (New skills needed for the target role)

Skills to Leverage (Existing strengths that give you an edge)

SECTION 3 · MY 90-DAY ACTION STEPS (Be specific: who, what, by when)

Action 1:

Action 2:

Action 3:

Action 4:

SECTION 5 · MY MINDSET & ACCOUNTABILITY CHECK

My Biggest Fear About This Pivot (What's holding you back — and is it fact or story?)

My Evidence of Resilience (A past challenge you navigated that proves you can do this)

My Accountability Partner

My 30-Day Check-In Date

Name + how often you'll check in

A specific date to review your progress

SECTION 6 · MY PERSONAL BRAND STATEMENT

My Unique Value (What I bring that others in my target field typically don't)

My Target Audience (Who I serve or want to work with)

My Brand Statement Draft (I help [audience] achieve [outcome] through [unique approach])

SECTION 7 · BARRIERS & BRIDGE STRATEGIES

Barrier 1 (e.g., credential gap, age bias, network gap)

My Bridge (How I'll address it)

Barrier 2 (e.g., credential gap, age bias, network gap)

My Bridge (How I'll address it)

Barrier 3 (e.g., credential gap, age bias, network gap)

My Bridge (How I'll address it)

Resources I Need (Courses, mentors, tools, funding)

You've got this. Every section you complete is a step closer to the career you deserve. Return to this worksheet often — your answers will evolve as you grow.

SECTION A · MY VALUES & NON-NEGOTIABLES

What I Must Have in My Next Role (Culture, flexibility, mission, compensation, growth)

What I Will Not Compromise On (Your firm boundaries — values, ethics, lifestyle)

How I Will Know This Pivot Was Worth It (What does success look, feel, and sound like 1 year from now?)

SECTION B · MY FINANCIAL RUNWAY

Months of Savings Available

Monthly Income I Need

How long can I sustain this transition?

Minimum to cover household expenses

Bridge Income Options (Freelance, consulting, part-time, or contract work I can activate now)

Financial Milestones to Hit Before Full Pivot (e.g., 6 months emergency fund, pay off credit card, land first client)

SECTION C · MY PIVOT TIMELINE

Target Start Date in New Role

Month 1 Milestone

The date I am working toward

First concrete win I want to achieve

Month 3 Milestone

Month 6 Milestone

Where I want to be at the 90-day mark

Halfway check — what does progress look like?

SECTION D · MY SUPPORT CIRCLE

My Mentor
My Sponsor

Someone who has made a similar pivot — name & how to reach them

Someone who can open doors and vouch for me

My Peer
My Coach / Therapist

Someone going through a similar transition I can share with

Support for the emotional weight of this change

SECTION E · LESSONS FROM MY CAREER STORY

A Moment I Felt Most Alive & Effective (A role, project, or day when work felt meaningful and energizing)

A Role or Project That Felt Like a Waste of My Potential (What was missing? What did it cost you?)

What These Two Experiences Tell Me About My Pivot Direction (The pattern, the thread, the truth — what do they reveal?)

SECTION 8 · NETWORKING & VISIBILITY CHECKLIST

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| ■ Update LinkedIn headline & summary | ■ Connect with 5 people in target industry |
| ■ Attend 1 networking event or webinar | ■ Request 1 informational interview |
| ■ Update or create portfolio / resume | ■ Share 1 post or article in target field |
| ■ Join 1 professional association or group | ■ Identify 1 mentor or accountability partner |

Remember: A pivot is not a failure — it is a strategic move. Your unique background, identity, and lived experience are assets. Organizations that overlook diversity lose. You don't.