



My 'Career Plan B' Checklist

Everyone needs a Career Plan B. When it comes to employment and security, there is no doubt a healthy mix of pessimism is required. For employees and the self-employed, no matter how great you are at what you do - external factors can make us all vulnerable if we let it. **Take control and manage your career rather than letting it and other factors manage you.** Create your Career Plan B when times are good; this will help you through both the good times and the bad times. Having a career risk management strategy (Your Career Plan B) is nothing different to what you may do in other parts of your life – think of your home, car or health insurance.

Go through the below checklist to see how well equipped you are if you lost your job. Document where there are deficiencies and create an action plan to address these.

Career Plan B Item List	Have in Place (Yes / No)	Actions I need to take (Document actions)
My resume is current and powerful and has been updated in the last 6- 12 months. I am confident it represents me and my potential.		
I have some Personal branding tools such as current career objective and elevator pitch, a LinkedIn profile, personal Blog and website and other online profiles in place.		
My networks are active online and offline and I regularly nurture them. People know and respect me on a personal and professional level. I can contact them if I need help and referrals to others.		
I know who I am and what is important to me in a job and organization. I have spent time reflecting on these questions, including my skills, work motivators, values and types of jobs that will personally satisfy me.		
I have documented the type of jobs I am interested in doing. I also know where I am able to find them, including online, networking, industry magazines, recruitment agencies etc and have already done some preparation.		



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I have a current and accurate picture of my financial situation . I am aware of the entitlements in my employment contract should I lose my job. I know how much money that I have and how long this will last for.		
If I lose my job, I am prepared for the emotional impact that this would have on my health and wellbeing and on those close to me. I understand the common emotions that are associated with losing a job. I have in place ways to manage this effectively.		
I have a close support network of family and friends that I can and am willing to turn to for advice and support in the event I lose my job. I am not afraid to ask for help.		
I have a partner and/or dependents and have spoken with them about planning in the event I lose my job and how we would manage this situation. We have all agreed on ways we can manage this situation and are comfortable with our alternatives.		

If you do lose your job, the emotional blow will still be there. However, it will be softened if you can swiftly put your Career Plan B into place. It is a part of every successful person's career risk management strategy. For further job search and career resource information visit the Six Figures Resource area http://www.sixfigures.com.au/job_seekers/resources

About the Author

Kelly Magowan has been specializing in the arena of Human Resource Management, Recruitment and Career Coach for over 13 years. In 2008 Kelly launched Six Figures www.sixfigures.com.au the Executive Jobs, News, Services Site for \$100K+ jobs and talent.