

Losing your job can be a traumatic life event. What follows are some areas to consider to help ease your transition. Avoid making major life changing decisions right after losing your job. Give yourself a chance to adjust to your new situation.

### **Be professional.**

Take inventory of your contributions and take what you have gained from your employment. Hand off your assignments cleanly and go out in style. Your energy is best spent on your future, not proving your past.

### **Look for opportunity.**

You can choose early on whether you will see this as an opportunity to make better use of your talents. Your focus on the future and all its possibilities will help you recognize new opportunities.

### **Use any out-placement help available.**

Many companies provide services for people whose jobs are being eliminated, including help with developing or updating a resume, information about further education, assistance in securing a new job, and EAP programs for people whose jobs are being eliminated. Participants can offer survival tips to each other and networking may uncover job prospects.

### **Keep your options open.**

Explore opportunities for new types of work, consider a retraining program, or volunteer in an area of interest. Concentrate on gaining as many salable skills as possible. Use this information to build your resume.

### **Think of as many ways as possible to transfer current skills to a new position.**

Be able to inventory your current job skills in your search for a new position.

### **Don't let your fears get the better of you.**

Sometimes our own fears create for of a problem than the real task. Be fair to yourself and give yourself time to examine your options.

### **Take care of yourself.**

Don't blame yourself for the cutbacks that have left you in search of a new job. Make sure that you are eating right, keeping in touch with people that are important to you and getting plenty of rest. Always get good rest and maintain a similar sleep-wake pattern when you are in-between jobs. This will help you maintain a normal equilibrium when your schedule changes.

### **Make the most of your time.**

If you will be out of work for a while, consider all the things you've not been able to do because you didn't have the time. Consider the extra time a reward and use it to your advantage. Reorganize that closet, paint that room. We all need to feel we've accomplished something at the end of the day.

### **Fresh start.**

There is no better time than now to eliminate anything you do not want or need around your house. This can cut down on chaos in your life and give you a literal feeling of a "fresh start".

### **Express your feelings with people closest to you.**

Talking about what happened will help you start to come to terms with your job loss. Remember your response is normal. You are experiencing stress due to your job loss.

### **Take advantage of your contacts.**

Quickly begin to network with colleagues and friends in the field to get job tips and offers of freelance work. Get job recommendations early and keep track of every lead offered.