



YOUR
CAREER
TRANSITION
READINESS
CHECKLIST

MARÍA TOMÁS-KEEGAN

Transition
& *Thrive*
with *María*

YOUR GUIDE

MARÍA TOMÁS-KEEGAN

Certified Career & Life Coach
for Women in Transition



WELCOME TO YOUR CHECKLIST

Are you contemplating a career transition but not sure if you're ready to take the leap? This checklist is designed to help you assess your readiness for a career change.

It covers key areas to consider before embarking on this significant journey. As you go through the checklist, be honest with yourself to get the most accurate assessment.

CAREER TRANSITION READINESS CHECKLIST

As you read each question, simply tick "yes" if you agree or "No" if you disagree with the statement.

01 Current Job Satisfaction

1. DO YOU FEEL FULFILLED IN YOUR CURRENT JOB ROLE? YES NO

2. ARE YOUR SKILLS AND TALENTS BEING UTILIZED EFFECTIVELY? YES NO

3. DO YOU OFTEN FIND YOURSELF LONGING FOR A DIFFERENT KIND OF WORK? YES NO

4. IS YOUR CURRENT JOB ALIGNED WITH YOUR LONG-TERM CAREER GOALS? YES NO

5. DO YOU FEEL APPRECIATED AND RECOGNIZED FOR YOUR WORK? YES NO

02 Alignment with Personal Values

1. DOES YOUR CURRENT JOB ALIGN WITH YOUR PERSONAL VALUES AND ETHICS? YES NO

2. ARE YOU ABLE TO MAINTAIN HEALTHY WORK-LIFE HARMONY? YES NO



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3. DO YOU FEEL THAT YOUR WORK
CONTRIBUTES POSITIVELY TO YOUR LIFE?

YES

NO

4. ARE YOUR COMPANY'S CULTURE AND
VALUES IN HARMONY WITH YOURS?

YES

NO

03 Areas of Desired Growth

1. ARE THERE SKILLS OR INTERESTS YOU'D
LIKE TO PURSUE BUT CURRENTLY CANNOT?

YES

NO

2. DO YOU FEEL THAT YOUR CAREER
GROWTH HAS PLATEAUED?

YES

NO

3. IS THERE A SPECIFIC FIELD OR
INDUSTRY YOU WISH TO EXPLORE?

YES

NO

4. ARE YOU LOOKING FOR MORE LEADERSHIP
OR CREATIVE OPPORTUNITIES?

YES

NO

04 Career Aspirations

1. DO YOU HAVE A CLEAR IDEA OF WHAT YOUR
IDEAL JOB WOULD LOOK LIKE?

YES

NO

2. ARE YOU SEEKING A CAREER THAT ALIGNS
MORE CLOSELY WITH YOUR PASSIONS?

YES

NO

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3. IS MAKING A SOCIETAL IMPACT
IMPORTANT IN YOUR CAREER CHOICE? YES NO

4. DO YOU ASPIRE TO ROLES THAT CHALLENGE
AND MOTIVATE YOU MORE THAN YOUR
CURRENT POSITION? YES NO

05 Practical Considerations

1. HAVE YOU CONSIDERED THE FINANCIAL
IMPLICATIONS OF A CAREER TRANSITION? YES NO

2. DO YOU HAVE A SUPPORT NETWORK
(FAMILY, FRIENDS, MENTORS) FOR GUIDANCE? YES NO

3. ARE YOU PREPARED FOR THE CHALLENGES
AND UNCERTAINTIES OF CHANGING CAREERS? YES NO

4. DO YOU HAVE THE QUALIFICATIONS
NECESSARY, OR DO YOU NEED ADDITIONAL
TRAINING FOR YOUR DESIRED CAREER? YES NO





CHECKLIST ASSESSMENT

If you answered “Yes” to many of these questions, especially in Sections 1 and 4, it may be time to seriously consider a career transition. “Yes” answers in section 2 might indicate a change within your current company would address the misalignments.

However, 'No' responses, particularly in Sections 3 and 5, indicate areas you may want to explore or develop further.

NEXT STEPS

For those ready to delve deeper into planning their career transition, or if you find you need more guidance, consider requesting the mini-book “Navigating New Horizons.” This book will provide you with more in-depth content, including insights into common transition challenges, motivational stories, and practical advice for starting a career transition. It features short exercises and reflections to prepare you for a more comprehensive approach to your career transition.

Request the “Navigating New Horizons” mini-book here.



ARE YOU READY FOR MORE NOW?

If you're feeling inspired and eager to discover the incredible possibilities awaiting you in your next career chapter, the time to act may be now.

Schedule a Discovery Session: This one-on-one session is your opportunity to discuss your career aspirations and challenges in depth and to explore the next best step for you.

I am here to help and look forward to chatting with you.

María





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