

# NAVIGATING NEW BEGINNINGS:

## A GETTING STARTED GUIDE AFTER WORKFORCE CHANGES

BROUGHT TO YOU BY  
LEASA NEAVES LEADERSHIP ADVISORY AND  
ELEVATE FOR WOMEN



# Have You Ever Felt Like the Rug Has Been Pulled Out from Under You?

◆————◆

**Layoffs. Workforce reductions. Corporate restructuring. Downsizing. Becoming a leaner company. No matter what it's called, when you find yourself in this situation—it's just hard.**

**You might be feeling lost, frustrated, betrayed, and even angry right now.** The sudden change can leave you overwhelmed, and it's natural to grieve the loss of your job and for your ego to feel bruised. These emotions are valid and deserve your attention. Don't push them aside or downplay what you're going through—acknowledge, accept, and respect these feelings as a necessary part of the healing process.

**The key question now is: What should you do next?** While there's no one-size-fits-all answer, this guide is here to help you navigate this challenging time with some proven strategies.

We've spoken with many people who have walked in your shoes. We've even experienced the impact of workforce reductions firsthand.

Through these conversations and our own experiences, we've distilled **key takeaways that have helped people get back on track.** This guide shares insights into what has worked for others and how you can apply these strategies to your own journey.



# Stop and Take Pause



**Before diving into action, it's important to give yourself some space to reflect. This period of change can be overwhelming, and it's okay to take a moment to breathe.**

## Some Food for Thought:

- Remember **that it's not you, it's them.** Companies make decisions based on their needs, not your value.
- **Find space and give yourself grace.** Allow yourself time to think, reflect, and feel. Whether it's going for a walk, doing yoga, taking a trip, or reading a book—find the thing that gives you peace and do that. You'll be glad you took the time to reset.
- **Control what you can control: yourself.** Focus on the actions you can take to move forward, rather than dwelling on what's outside of your control. You'll find specific suggestions in this eBook.
- **Get to know yourself again.** One chapter is over, but the next hasn't been written. What story do you want to write in your next chapter? There are many choices, from making a fresh start on the path you were already on, to trying something completely new and different.
- **Take the time you need to discover who you want to be next.** At some point, you'll be ready to move forward and start to write that unwritten chapter.

## Resource Recommendation:

Necessary Endings: The Employees, Businesses, and Relationships That All of Us Have to Give Up in Order to Move Forward - [Find the audiobook here on Amazon](#)



# Build a Positive Mindset

## A positive mindset is crucial for moving forward.

A positive mindset **fosters resilience**, which is essential for navigating the uncertainties and challenges that come with job loss. When you maintain a positive outlook, you're more likely to **see opportunities** where others see obstacles, which can lead to better problem-solving and creative thinking.

Start building a positive mindset for your career transition by reflecting on your past successes and preparing yourself for future opportunities.

### Start with YOUR Success Stories:

- **Reflect on your most important roles.** Think about the unique experiences, accomplishments, and impacts you had in those positions.
- **Ask yourself these questions:**
  - What did you accomplish?
  - What were you proud of?
  - What was the impact?
  - What did you love or hate?
- **Action Step:** Use these reflections to update your resume and prepare for situational interview questions. Overcoming challenges is a powerful narrative, and a coach can help you articulate this effectively.

The final question should also **guide you in writing the next chapter of your career**. As you chart your path forward, focus on the aspects of your past work that you loved and aim to avoid those you disliked. You will inevitably be a more confident, successful version of you when you're pursuing work that is meaningful and enjoyable to you.

# Re-Engage Your Network

## Re-connect with former colleagues to strengthen your support system.

When facing a career transition, **reconnecting with your network** can be one of the most powerful steps you take. It's easy to feel isolated during this time, but your network can provide both practical support and emotional reassurance. Once you feel you've given yourself an adequate break, have assessed your skills and your mindset, **it's time to re-engage.**

**Start with a list of 10 people** you can reach out to—whether it's for a conversation, recommendation, advice, or just a venting session. These can be former colleagues, mentors, industry contacts, or friends. Don't hesitate to lean on these connections; most people are more than willing to help, especially when they know you're navigating a tough period.

**Action Step:** Begin your outreach. Send a simple message to each person on your list, letting them know you're in transition and open to connecting. This outreach isn't just about securing job leads; it's about reminding yourself that you're part of a community. Even a brief conversation can re-energize you and open doors you might not have considered.

Remember, networking isn't just about finding the next role — it's about **rekindling relationships** and offering your own support where you can. If you're unsure how to approach this process or want to make the most of these connections, consider seeking guidance from a coach who can help you navigate the nuances of strategic networking.



# Tactical Must-Dos: Resume and LinkedIn



## It's probably time for an update.

If you've been in your role for a long time, it's likely that your resume and LinkedIn profile need some updating. Whether you decide to do this yourself or hire a professional, here are some steps to get you started.

### Resume Updates:

- Start with a **modern, professional-looking resume** template. Even if you hire a professional resume writer, updating the template will help you think through the current trends and save time.
  - *Pro Tip: You can find templates on platforms like Office, Google, Canva, and Etsy.*
- **Streamline your resume** if it's more than two pages. Focus on the last 10-15 years of your career, where your experience is most relevant to future roles. Older positions can be summarized in an "Early Career Experience" section.

### LinkedIn Profile Essentials:

- Update your **photo and add a compelling banner**—don't settle for the standard LinkedIn image.
- Craft a **headline** that showcases your value, not just your title.
- Decide on **"Open to Work."** This is a personal decision, and there's no one-size-fits-all answer. Research and choose what's right for you.

If you need **personalized help**, this might be the time to consider a coaching session or a professional resume writer to refine your story.

## Enhance Your LinkedIn Profile:

For more tips on telling your story through LinkedIn, read our **Elevate for Women** blog post, [LinkedIn: The Story of Kelly and John](#).



# Perspective from Leasa: Self Care is Essential

**Self care is not a luxury, it's a necessity.**

Prioritize taking care of yourself during this time. Self-care is critical when navigating significant life changes. You are likely under significant stress, and taking care of yourself will alleviate some of the pressure.

**I think of self-care in three categories: brain, body, and soul.**

## **Brain:**

- Learn new skills. This can boost your confidence and broaden your job search.
- Keep your brain active. Whether it's through learning or another form of mental engagement, an active brain is good for both intellectual and emotional health.

## **Body:**

- Stay healthy. Maintain a routine that includes physical activity, healthy eating, and sufficient rest. A strong body supports a strong mind.

## **Soul:**

- Nurture relationships. While being a social butterfly may not be for everyone, isolating yourself during a time of change can be detrimental. Reach out to those who lift you up; they can offer support and new opportunities.



# Ready to Write Your Next Chapter?



In this guide, we've only scratched the surface. There's **much more to explore** as you prepare for the next chapter in your career, whether it's refining your resume, enhancing your LinkedIn profile, re-connecting with your network, or navigating your job search.

Remember, **every end marks a new beginning**. Though you're going through a tough time now, there's hope—the next chapter may be even better than the last. You will get through this, and we're here to help.

## Let's work together.

While this eBook is not an advertisement, we believe it's important to mention the **significant impact** that coaching can have on your journey.

Visit [Elevate for Women](#) to learn about the [Elevate Next](#) programs designed by women, **for women on the move**.

If you're interested in **Executive Career Coaching**, please contact me directly for a free consultation, and let's start crafting your personalized plan to successfully build the future you deserve.

