

# Layoff Action Checklist



Use this checklist to navigate the challenging period during and after a layoff. The items are organized by timing and priority to help you take effective action. Not every item will apply to your situation, but checking off relevant items will ensure you're taking a thorough, professional approach to your transition. Start with the immediate actions and work through each section methodically. Review the checklist weekly to track progress and identify next steps.

## Immediate Actions (First 24 Hours):

- ☐ Start job search immediately - do not delay
- ☐ Update resume (start from scratch if needed)
  - ☐ Verify contact information is current
  - ☐ Add recent responsibilities and accomplishments
  - ☐ Have someone proofread for grammar/spelling
- ☐ Print out key information from work computer
  - ☐ Contact lists/address book
  - ☐ Calendar and meeting history
  - ☐ Important work documents/presentations
  - ☐ Project status documents
- ☐ Contact 10 most promising network connections by phone
- ☐ Send emails to broader network with updated resume
- ☐ Apply for unemployment benefits
- ☐ Create transition documentation for your role

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## Financial Response (First 48 Hours)

- ☐ Review all finances with spouse/family
- ☐ Audit last 3 months of expenses
- ☐ Identify all possible expense reductions
  - ☐ Subscriptions and memberships
  - ☐ Entertainment services
  - ☐ Non-essential services
- ☐ Contact creditors about payment options
- ☐ Calculate runway with current savings
- ☐ Consider additional income sources
  - ☐ Part-time/temporary work
  - ☐ Consulting opportunities
  - ☐ Selling unnecessary assets

## Network Activation (First Week):

- ☐ Create comprehensive contact list:
  - ☐ Current/former colleagues
  - ☐ Industry contacts
  - ☐ Professional association members
  - ☐ Friends and family
  - ☐ Previous employers
  - ☐ Recruiters

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## Network Activation (First Week):

- ☐ Set up personal email and phone
- ☐ Update LinkedIn and other professional profiles
- ☐ Join relevant professional groups
- ☐ Schedule networking meetings/coffee chats

## Job Search Strategy:

- ☐ Create list of target companies
- ☐ Set up job search alerts
- ☐ Research immediate start opportunities
- ☐ Prepare elevator pitch
- ☐ Practice interviewing
- ☐ Document achievements and success stories
- ☐ Gather references
- ☐ Create tracking system for applications/contacts

## Ongoing Maintenance:

- ☐ Schedule regular network check-ins
- ☐ Monitor industry news and trends
- ☐ Track job search progress
- ☐ Update job search materials as needed
- ☐ Maintain professional development
- ☐ Keep detailed records for tax purposes

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## Self-Care:

- ☐ Maintain regular schedule
- ☐ Exercise regularly
- ☐ Get adequate sleep
- ☐ Stay connected with support network
- ☐ Set aside time for family
- ☐ Practice stress management
- ☐ Keep perspective on the situation

## Documentation:

- ☐ Save all layoff-related paperwork
- ☐ Document unemployment filing
- ☐ Track all job search expenses
- ☐ Keep records of networking activities
- ☐ Save copies of all applications
- ☐ Maintain activity log for unemployment requirements

For more help, visit our Layoff Survival Guide:  
[www.manager-tools.com/layoff-survival-guide](http://www.manager-tools.com/layoff-survival-guide)

