

Layoff Preparation Checklist



Use this list to prepare yourself and your family for a smooth transition should you be laid off.

Financial Preparation

- ☐ Build 6 months of liquidity/emergency savings
- ☐ Document all current benefits (healthcare, 401k, stock options)
- ☐ Review all debt obligations and payment terms
- ☐ Create a budget identifying expenses that could be reduced
- ☐ Open a home equity line of credit before it's needed
- ☐ Avoid tapping into retirement savings

Professional Documentation:

- ☐ Update your resume with recent achievements
- ☐ Create a career management document
- ☐ Print and save contact list of colleagues and professional contacts
- ☐ Document current projects and responsibilities
- ☐ Save copies of performance reviews and accomplishments
- ☐ Get personal copies of any documents you'll need for future roles

Technology Preparation:

- ☐ Set up personal email for job search activities
- ☐ Get personal phone separate from work device
- ☐ Back up important personal files from work computer
- ☐ Transfer important emails to personal account
- ☐ Document all login credentials for personal accounts

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Activate Your Network (Quietly)

- ☐ Update LinkedIn profile
- ☐ Reconnect with former colleagues casually
- ☐ Join relevant professional associations
- ☐ Build relationships with key people who can provide insights
- ☐ Create list of target companies and roles
- ☐ Connect with recruiters in your field

Immediate Access Documentation

- ☐ Print key professional contacts - don't rely on company phone/email
- ☐ Have printed copies of emergency contact information
- ☐ Keep updated list of benefits and HR contacts
- ☐ Document current projects and status
- ☐ Maintain record of recent accomplishments
- ☐ Keep personal items organized and minimal at work
- ☐ Have home office equipment ready if needed

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

