

# CAREER TRANSITION CHECKLIST

FOR EDUCATORS

<b>1. SELF-ASSESSMENT</b>	✓	<b>4. NETWORKING</b>	✓
Identify your strengths and transferable skills		Update your LinkedIn profile and resume	
Reflect on your career goals and interests		Join professional groups and associations in your desired industry	
Determine what you want in your next career (e.g., work-life balance, salary, location)		Connect with professionals and ask for informational interviews	
<b>2. RESEARCH &amp; EXPLORE</b>	✓	<b>5. JOB SEARCH PREP</b>	✓
Explore potential career paths and industries		Tailor your resume to highlight transferable skills	
Read job descriptions to understand the requirements and responsibilities		Write a compelling cover letter for each application	
Identify gaps in your skills and knowledge		Prepare for interviews by practicing (e.g. STAR approach)	
<b>3. SKILLS DEVELOPMENT</b>	✓	<b>6. APPLICATION PROCESS</b>	✓
Enroll in relevant courses or certifications		Set up job alerts on job search websites	
Attend workshops and webinars		Apply to a set number of jobs each week	
Practice new skills through volunteering or freelance projects		Follow up on applications after one to two weeks	

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7. FINANCIAL PLANNING	✓
Review your current financial situation	
Create a budget for the transition period	
Consider additional income sources if needed	

10. FINAL STEPS	✓
Evaluate job offers and negotiate terms	
Plan your exit strategy from your current teaching role	
Transition smoothly into your new career with confidence	

8. SUPPORT SYSTEM	✓
Share your career transition plans with family and friends	
Seek support from a mentor or career coach	
Join online communities of educators in transition	

9. MENTAL AND EMOTIONAL WELL-BEING	✓
Practice stress management techniques (e.g., meditation, exercise)	
Set realistic expectations and be patient with yourself	
Celebrate small wins!	





*Your skills in teaching  
have already shaped  
countless minds. As you  
transition to new career  
paths, remember your  
ability to inspire, solve  
problems, and lead is not  
confined to the classroom.*

*Embrace the journey  
ahead—your potential is  
limitless.*

# About Me

Hello! I'm Rubi, a dedicated coach passionate about helping frustrated and unfulfilled teachers rediscover their passion for life and achieve personal growth.

With a BSc in Psychology and over four years of experience as an early years teacher, I deeply understand the challenges and pressures faced by educators. This career transition was not easy—it took me a long while to navigate and overcome the frustration of feeling stuck. However, through perseverance and continuous self-discovering, I successfully moved into roles as a Project Assistant and Business Development Coordinator, where I gained valuable skills in project management and strategic growth.

Having personally experienced the challenges of career change, I am committed to supporting others on their journeys. My mission is to guide teachers who feel stuck, helping them explore new paths, reignite their passion, and achieve a fulfilling, balanced life.

Find me in  
instagram  
[@lifesparkhub](https://www.instagram.com/lifesparkhub)

Rubi xx