

MW

MAYA WHITFIELD
COACHING

* FREE RESOURCE · CAREER CHANGE

The Career Pivot *Checklist*

Twelve honest, low-drama moves to make **before** you quit anything — so your next chapter starts from clarity, not panic.

* * *

COMPLIMENTS OF YOUR COACH · AUSTIN, TX

12 *moves*

M

Hello — I'm Maya.

Fourteen years in HR leadership taught me how careers actually change: rarely in one dramatic leap, almost always through a string of small, deliberate moves. Print this out, stick it on the fridge, and work through it one square at a time. Nothing here requires you to quit anything — that's the point.

How to use it: don't do all twelve this week. Pick the one that makes you slightly uncomfortable, set a 25-minute timer, and do the smallest version of it. Check the box. Repeat. Momentum is the whole game.

01 Get honest with yourself

Before any job boards, before any big talk — diagnosis first.

☐ **Name what's actually wrong**

Write one sentence: *"It's the work itself / the manager / the pace / the meaning / the money."* Vague misery produces vague pivots; a named problem points somewhere.

☐ **Audit your last ten energized days**

Skim your calendar and find the moments you lost track of time. Patterns in those ten days will tell you more than any personality test.

☐ **Write your non-negotiables list**

Three things your next role *must* protect (schedule, autonomy, craft), and three dealbreakers you refuse to repeat. Keep it short enough to remember under stress.

02 Test before you leap

Cheap experiments beat expensive assumptions.

☐ **Have five curiosity conversations**

Not "can you get me a job" — just *"what does your Tuesday actually look like?"* Five talks will either confirm the fantasy or save you a year.

☐ **Build a weekend-sized version of the work**

Want to move into UX? Redesign one screen. Into teaching? Tutor one session. Two hours of doing beats forty hours of reading about it.

☐ **Set a 90-day decision date**

Open-ended “someday” thinking is where careers go to stall. Put a real date on the calendar by which you’ll commit, adjust, or drop the idea.

03 Build the runway

Get your money, story, and stamina ready while you’re still employed.

☐ **Save a “freedom fund” runway**

Six months of expenses if you plan to exit; three months if you’re transitioning while employed. Options are what confidence is made of.

☐ **Draft your one-line pivot story**

“I’m an ops director who’s moving into healthcare because processes are processes — I just care more about the mission now.” If it takes a paragraph, it’s not ready.

☐ **Collect receipts while they’re fresh**

Update your win tracker this week — numbers, praise emails, before/after metrics. Future-you will need them for résumés and interviews.

04 Move, visibly

Quiet pivots stall. Public ones compound.

☐ **Update your LinkedIn headline to point forward**

Not “seeking opportunities” — name the direction: *“Ops leader exploring healthcare operations.”* Recruiters and old colleagues can’t help if they can’t see the aim.

☐ **Tell two trusted people your plan out loud**

A partner, a friend, a former manager. Saying it out loud converts a vague ache into a commitment — and the right people start connecting dots for you.

☐ **Apply to one stretch role before you feel ready**

You’re ready enough. One application this week — imperfect, real, submitted — teaches you more about the gap than another month of polishing.

* WHEN YOU'RE READY

Don't pivot *alone*.

Most career changes don't fail from lack of information — they fail from doing it in isolation, on repeat, for years. A good coach shortens the loop: honest counsel, a real plan, and someone who expects you to follow through.

SAY HELLO hello@mayawhitfieldcoaching.com

FREE CALL 20 minutes, no pitch — mayawhitfieldcoaching.com

NEWSLETTER The Sunday Reset — one honest note, most Sundays

“Twelve boxes, twelve weeks if you take it gently. And if you want a coach in your corner while you work through them — that’s literally what I do.”

— *Maya Whitfield, career transition coach · Austin, TX & online*