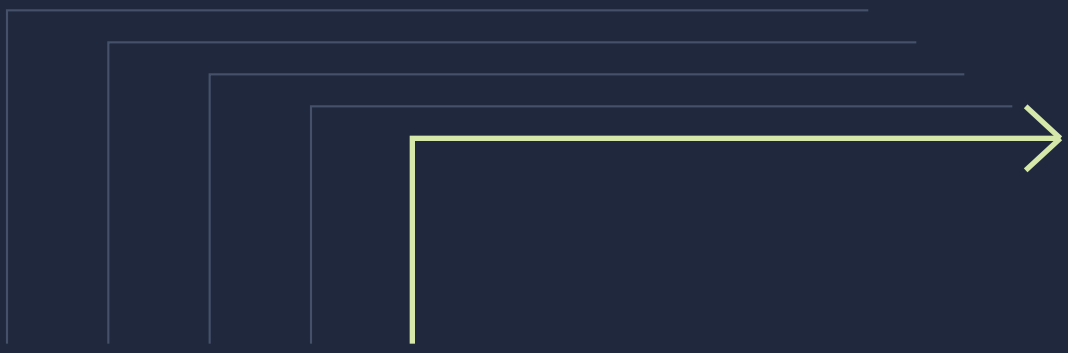
CAREER TRANSITION WORKBOOK

NEXT CHAPTER

A practical workbook for your next career move.



REFLECT / EXPLORE / ACT

Edition & preparation

A purposeful workbook. A clear place to begin.

Prepared by Grant Publishing Co.

Independent workbook-design portfolio edition, 2026.

Original concept, exercises and design developed with AI assistance. This sample demonstrates workbook content development, editorial design and interactive PDF preparation. It does not represent a commissioned client engagement or measured client results.

The exercises are planning prompts, not a validated career assessment. They are designed to help you organize your thinking and gather evidence; they do not predict job suitability or guarantee employment outcomes. All sample statements are hypothetical.

Format: US Letter, 8.5 x 11 inches. Use the printable edition for handwriting or the fillable edition in a PDF reader that supports forms. Save a local copy before you begin.

The workbook moves from reflection to a small, testable next step. You can revisit any exercise as your plans change.

Make it yours.

You do not need a finished career plan to start.

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01 Start with what is real.

Use specific situations from your work. A rough example is more useful than an impressive phrase you cannot explain.

02 Investigate before deciding.

Treat role ideas as questions. Read real job descriptions and speak to people who know the work.

03 Choose an achievable next step.

Use the experiment pages to learn before making a larger commitment. Review your plan when you have new evidence.

Name / preferred name

Start date

By the end of this workbook, I want to be clearer about...

Your route through.

Six stages. One practical next move.

01 REFLECT
Understand your starting point. 5

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Your one-page summary is on page 29. Reusable notes and a closing commitment follow.

STAGE 01

REFLECT

Understand your starting point.

Notice the patterns in your current work before deciding what comes next. Separate what you want to leave from what you want to carry forward.

01

WHAT YOU WILL LEAVE WITH

A clear starting point, an energy ledger and three practical priorities.

Work through the next three exercises at your own pace. Write in phrases, add details and return when you learn something new.

NOTICE > WRITE > REVIEW

Where are you now?

Describe your current work before planning a change.

What is working well in your current work?

What feels draining, limiting or ready to change?

What would you like more of in your next role?

Follow your energy.

List recurring tasks. Mark energy as +, neutral as 0, or draining as -.

Task / activity	Energy	How often?	Keep / change

Which pattern matters most, and what might explain it?

Define your priorities.

Choose the conditions that matter to you. Be honest about constraints.

Condition / priority	Need / prefer / flexible	Why it matters

Which trade-off could you accept? Which one would you decline?

STAGE 02

RECOGNIZE

Find the evidence in your experience.

Your experience contains more than a list of job titles. Look for the skills you have used, the problems you have solved and the outcomes you can explain.

02

WHAT YOU WILL LEAVE WITH

A transferable-skills map and a specific story you can tell.

Work through the next three exercises at your own pace. Write in phrases, add details and return when you learn something new.

NOTICE > WRITE > REVIEW

Map transferable skills.

Use a concrete example to show how a skill could transfer to another role.

Skill you used	Evidence from your work	Where else it could help

Which two skills do you want to use more often?

Build an evidence bank.

Collect details you could explain in an application or conversation.

HYPOTHETICAL EXAMPLE

Instead of "good at improving processes," try: "I rewrote the handover checklist so the new coordinator could complete the weekly report without extra clarification." Add a verified result if you have one.

One problem I helped solve, and what I personally did...

What changed? What evidence, feedback or artifact supports it?

Where could I find any missing detail?

Shape a story.

Write one example you could tell clearly in about two minutes.

Situation - what was happening?

Task - what were you responsible for?

Action - what did you personally do?

Result - what changed, and what did you learn?

STAGE 03

EXPLORE

Turn possibilities into questions.

Choose a few directions to investigate. Use real role descriptions and conversations to replace assumptions with evidence. A role title is a starting point, not a complete picture.

03

WHAT YOU WILL LEAVE WITH

A short list of roles, a research trail and a conversation plan.

Work through the next three exercises at your own pace. Write in phrases, add details and return when you learn something new.

NOTICE > WRITE > REVIEW

Compare possibilities.

Choose up to three roles to investigate. Use evidence, not just role titles.

Question	Role A	Role B	Role C
Role / direction			
Typical work			
Skills I can evidence			
Gaps / unknowns			
Source to check			

Which direction will you investigate first, and why?

Keep a research trail.

Record sources you can revisit. Separate what you learned from what you assume.

Role / direction being researched

Source / link / date	What I learned	What I still need to check

One assumption that changed after the research...

Plan a conversation.

Ask for a short learning conversation. Keep the request specific and respectful.

Person / role / connection

What I hope to learn

Question 1 - what is the day-to-day work really like?

Question 2 - what is difficult or often misunderstood?

Question 3 - what would make someone useful in this role?

A useful follow-up or thank-you action

STAGE 04

POSITION

Explain the value you bring.

Connect your experience to the needs of the role you are exploring. Use precise examples and language you can support, rather than a broad claim about being a perfect fit.

04

WHAT YOU WILL LEAVE WITH

A clear introduction, stronger application evidence and interview notes.

Work through the next three exercises at your own pace. Write in phrases, add details and return when you learn something new.

NOTICE > WRITE > REVIEW

Explain your contribution.

Connect the work you can do with a need in the role you are exploring.

Who / what kind of team could you help?

What problem or outcome matters to them?

Draft a short introduction: I bring... I can help with... For example...

What specific experience supports that introduction?

Strengthen your application.

Use this check before sharing a CV, profile or application.

- [ ] The headline fits the kind of role I am exploring.
- [ ] My examples explain what I personally contributed.
- [ ] Results and numbers are accurate and supportable.
- [ ] The most relevant skills are easy to find.
- [ ] I have removed claims I cannot explain in a conversation.
- [ ] Dates, names and contact details are correct.

A vague statement I want to improve...

A more specific version, using evidence from my work...

Prepare for the interview.

Match likely questions to examples. Make room for questions of your own.

Likely question	Example / evidence to use	Point to make clearly

What do you need to learn about the team, expectations or work?

STAGE 05

EXPERIMENT

Try a smaller version first.

You do not need a final career decision to run a useful test. Design a bounded activity that lets you learn about the work, your interest in it and the skills it requires.

05

WHAT YOU WILL LEAVE WITH

One manageable experiment and a decision based on what you learn.

Work through the next three exercises at your own pace. Write in phrases, add details and return when you learn something new.

NOTICE > WRITE > REVIEW

Design a small experiment.

Try a bounded activity that gives you information about a possible direction.

Question I want to answer

Activity I will try, and the output I will produce

Maximum time / cost / effort I will commit

What I will look for as useful evidence

When I will stop or review

Plan a skills sprint.

Choose one skill, one practice task and one piece of feedback.

Skill I want to strengthen, and why it matters

A practice task that uses the skill

An artifact I can keep: sample, demonstration, checklist or notes

How I will get feedback, and from whom

Make a decision record.

After the experiment, decide what the evidence supports. Uncertainty is useful data.

- [ ] Continue
- [ ] Adapt
- [ ] Pause

What happened? Record observations rather than a general impression.

What remains uncertain, or needs another test?

My next action, the reason for it, and a review date

STAGE 06

COMMIT

Give the next month a shape.

Choose a small set of actions that fit your actual time and responsibilities. Review what happened, adjust your assumptions and decide what deserves your attention next.

06

WHAT YOU WILL LEAVE WITH

A 30-day roadmap, a weekly plan and a repeatable review.

Work through the next three exercises at your own pace. Write in phrases, add details and return when you learn something new.

NOTICE > WRITE > REVIEW

NEXT CHAPTER

Give 30 days a shape.

Choose one priority each week. Adjust the dates to fit your real availability.

Week / dates	Priority action	Evidence / output	Review date
1			
2			
3			
4			

What might get in the way? What support or adjustment would help?

Make a weekly plan.

Plan the actions you can realistically complete, not every possible task.

Week beginning

My single most useful priority

Day / date	One useful action	Time available	Done / next
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

What will I protect, postpone or ask for help with this week?

Review before you repeat.

Use the review to change the plan when the evidence changes.

What did I actually do?

What did I learn about the work and about myself?

What will I stop, continue or change?

One next step, and when I will review it

Your next-chapter summary.

Bring the useful decisions together. Revisit this page after your next review.

What I want more of

Evidence I can offer

Direction I am exploring

Experiment / action to try

Time and support I can commit

My next review date / question

Room to think.

Keep observations, questions and ideas you want to return to.

Notes

Make the next move small.

You can take a useful step while your longer-term plans are still taking shape.

You have a starting point, experience to draw on and a way to learn more. Choose one action that fits the week ahead. Let what happens next inform the step after that.

The action I am willing to take next...

When I will do it

Who or what could help me follow through

START WHERE YOU ARE. KEEP LEARNING.

NEXT CHAPTER

A clearer direction.
A smaller next step.

A guided workbook for professionals exploring a change in their work. Map your experience, research possibilities, shape your story and turn what you learn into a practical plan.

- 18 focused exercise pages
- Six stages, from reflection to action
- A one-page summary and reusable planning space

YOUR EXPERIENCE. YOUR QUESTIONS. YOUR NEXT MOVE.