




Whether your layoff was recent or some time ago, it's okay if you're still figuring things out. This checklist is meant to be a practical and compassionate checklist for navigating a transition in your work. We are here to help you regroup with more clarity, less overwhelm, and steady steps you can take at your own pace.

Start wherever you are. Use this guide to help reset your priorities, care for your wellbeing, and take thoughtful action when you're ready.






How to Use This Checklist

1. Focus on  items as early as you can. Protect your energy. Breathe.
2. Move to  items after the highest priorities are addressed. Take small steps.
3. Shift to  items as your clarity returns and you have more time and energy to focus on growth and thriving.
4. Add things, mark things off, skip what doesn't apply, and return as needed.




1. Immediate Stabilization

Focus on safety, structure, and emotional regulation as early as you can. These practices will help you throughout your post-layoff journey and beyond.

Emotional & Mental Grounding

- ☐  Give yourself permission to pause. Shock, grief, or anger are normal.
- ☐  Limit exposure to news/social media that may worsen anxiety.
- ☐  Practice calming routines: breathing, journaling, stretching, walking.
- ☐  Consider writing goodbye notes or texts to coworkers to create closure.
- ☐  Start a journal or mood tracker to name and normalize your feelings.






Physical & Environmental Needs

- ☐  Eat regular meals, drink water, and prioritize getting good quality sleep.
- ☐  Get outside daily for at least 10 minutes—sunlight and nature can help to regulate mood and sleep cycles.
- ☐  Do light movement, even if it's just stretching or walking.




2. Financial First Aid

Regain a sense of control by reviewing money logistics and prioritizing next steps.

Income & Budgeting

- ☐  Inventory all accounts: checking, savings, investments, side income.
- ☐  Review final paycheck info, including unused PTO/severance.
- ☐  Create a lean, essentials-only budget to preserve cash flow.
- ☐  Pause or cancel subscriptions and recurring charges.
- ☐  Look into rental assistance, utility forgiveness, or other local supports.





Benefits & Insurance

- ☐  Research health insurance options: [COBRA](#), [Health Insurance Marketplace](#), [Medicaid](#).
- ☐  Review next steps for 401K, stock options, and other benefits.
- ☐  Apply for unemployment as soon as eligible—some states have waiting periods.





3. Employment Logistics

Take care of important documents and prep materials for future work.

Legal & HR Logistics

- ☐  Read any exit paperwork carefully. Consult a lawyer if needed.
- ☐  Ensure you have copies of important documents (pay stubs, offer letters, benefits info, etc.).
- ☐  Ask for your personnel file which includes past performance reviews and other information that can help with updating your resume, etc.
- ☐  Return any equipment, resources, or other required work materials.





Professional Materials

- ☐  Refresh your resume with your latest accomplishments.
- ☐  Update your LinkedIn with a human, hopeful message (optional, but helpful).
- ☐  Start noting ideas for cover letters or outreach you'd like to do later.
- ☐  Identify who you might get future references from, if needed.

Post-Layoff Reset Guide





4. Relationship & Support Systems

You don't have to go through this alone. Social connection protects wellbeing.

- ☐  Reach out to at least one friend, colleague, or family member to share.
- ☐  Ask for support clearly: "I just need someone to listen," or "Can we go for a walk?"
- ☐  Join peer support spaces or job loss communities (online or local).
- ☐  Continue attending or returning to community groups, spiritual spaces, or volunteer efforts.

5. Reflection & Purpose

When you're ready, start exploring what comes next without pressure.

- ☐  Reflect on what parts of past jobs you loved and what drained you.
- ☐  Begin listing roles, industries, or projects that spark interest.
- ☐  Explore workshops, training, certifications, or creative goals.
- ☐  Consider scheduling a career or life coaching session to explore direction.

*This resource was created as part of our Layoff Resilience Lab. To learn more about upcoming workshops, experiences, and other resources to help you and others through this important transition, please visit the **Layoff Resilience Lab** section of the Geode Lifeworks Website – www.geodelifeworks.com.*