



THE ESSENTIAL LAYOFF

CHECKLIST

- LAYOFF TO LEGACY -
REDISCOVER YOUR PURPOSE.
REDEFINE YOUR PATH.
RECLAIM YOUR LEGACY.

A Note From Lisa

If you've been laid off, I want you to know something important: you're not alone, and this moment is only part of your story.

The weeks after a layoff can feel like a blur. One minute you're overwhelmed with paperwork and questions, the next you're wrestling with doubt or uncertainty about the future. It is completely normal to feel a mix of shock, relief, fear, and even hope all at once.

That is why I created this checklist: to give you structure, support, and a sense of control of the essential tasks following a layoff. These steps will help you take care of the practical details while also protecting your confidence and well-being.

Think of this as a guide to help you stabilize and breathe again. Once you have worked through these essentials, you will be in a stronger place to start planning your next chapter with clarity and purpose.

You've got this, and if you're ready for more guidance, I'll be here.

Warmly,

Lisa Plain
Career Coach | Creator of the Layoff to Legacy Program



THE ESSENTIAL LAYOFF CHECKLIST

STEP 1: PRACTICAL ESSENTIALS

- ☐ Review and safely store your layoff paperwork (severance, benefits, final pay) - organize it into a physical or digital folder
- ☐ Apply for Employment Insurance (or local unemployment support) if necessary
- ☐ Make note of important deadlines (benefits, healthcare, stock options, retirement accounts, etc.)
- ☐ Review your immediate financial situation (severance, savings, expenses, debt) & create a simple budget to buy yourself clarity and time
- ☐ If anything feels unclear or unfair in your layoff package, consult an employment lawyer to review your options
- ☐ Collect copies of performance reviews or any positive feedback from your manager or colleagues for future interviews

STEP 2: EMOTIONAL RESET


- ☐ Give yourself permission to feel — journal or talk it out without judgment
- ☐ Tell one safe, supportive person about your layoff
- ☐ Write a short, neutral explanation for your layoff (your “exit story”)
- ☐ Do one restorative activity daily (walk, stretch, meditation, creative hobby)
- ☐ Write down three times you have overcome challenges before

STEP 3: CONFIDENCE & IDENTITY

- ☐ List your top five strengths or skills people rely on you for
- ☐ Write down 3 recent accomplishments, big or small
- ☐ Create two to three “I am” statements that describe your value (for example, I am resourceful, capable, resilient)

STEP 4: PERSONAL WELLBEING

- ☐ Make a list of things you have been wanting to do but never had time for
- ☐ Choose one small thing from this list each day and do it
- ☐ Set one additional personal goal for the week (for example, cook a new meal, organize a closet, read a chapter of a book) - Small wins restore a sense of control and keep your energy positive during this transition



This checklist gives you structure for the weeks after a layoff, covering legal, financial, emotional, and personal wellbeing essentials.

It's about grounding yourself, taking care of essentials, and regaining a sense of stability. By focusing on small, meaningful actions each day, you're building the foundation for your next chapter.

Remember: this is not about rushing into decisions or forcing clarity. It's about giving yourself space, honoring what you've been through, and planting seeds for what comes next.

You may not see it yet, but every small step you've taken so far is progress. You are stronger than this setback, and your future holds more possibilities than you can imagine. Trust the process—you are just at the beginning of something new.



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CAREER BALANCE
COACHING