

30-Day Pivot Plan

Use the suggestions below to fill in your weekly boxes. You don't need to fill every box. Choose 1–2 high-impact actions per week. Small, consistent steps create real career movement.

Week	Focus	Activity 1	Activity 2	Activity 3
Week 1	Clarity			
Week 2	Exploration			
Week 3	Positioning			
Week 4	Action			

CLARITY (Week 1)

Purpose: Understand your direction, values, strengths, and motivations

- Do a Compass Check: What do I value? What skills do I enjoy? What interests pull me?
- List 5 accomplishments → extract the skills that show up repeatedly
- Keep a Good Time Journal for 3–5 days (energy + engagement tracking)
- Write a quick reflection: “What do I want more of in my next role?”
- Identify 2–3 possible directions or industries you’re curious about
- Journal: “What conditions help me do my best work?”
- Audit your week: What energizes me vs. drains me?

EXPLORATION (Week 2)

Purpose: Follow curiosity and learn from others

- Schedule 2–3 Curiosity Conversations (15 minutes each)
- Research 3 roles or industries that align with your Compass
- Join 1 professional group, LinkedIn community, or Slack channel
- Watch 1–2 YouTube/TED resources related to your target field
- Conduct a skills gap check: what skills are needed for your pivot?
- Read 1 job description and highlight repeated keywords
- Identify people in your network who have roles you admire

POSITIONING (Week 3)

Purpose: Refresh how your story shows up on paper and online

- Update your resume with impact metrics (Action + Skill + Result)
- Rewrite your LinkedIn headline to reflect your pivot direction
- Draft a short Pivot Narrative: “Here’s what I’m exploring...”
- Add a skills section aligned with your target field
- Create one small work sample (portfolio piece, writing sample, strategy outline, template, program idea)
- Revise your About section for clarity + future focus
- Collect your “wins” to build a confidence file

ACTION (Week 4)

Purpose: Take intentional, strategic steps toward your target direction

- Apply to 1–3 targeted roles (not a scattershot approach)
- Reach out to 1–2 warm contacts for insight or advice
- Start one micro-experiment (volunteer project, shadowing, small portfolio piece, online challenge)
- Attend a webinar or networking event
- Practice 1% improvements: small tweaks to materials or outreach
- Set up job alerts for specific roles
- Block weekly time for continued momentum
- Choose your next 30-day focus to keep progress moving