

Transitions Checklist

Managing Endings *Check all that apply*

- Yes No Have I acknowledged my loss?
- Yes No Do I understand the realities of this loss to myself and others?
- Yes No Have I allowed myself to grieve and express my sense of loss?
- Yes No Am I aware of what is over and what isn't?
- Yes No Have I found ways to mark the ending??
- Yes No Am I seeking accurate information from reliable resources?
- Yes No Have I found ways to keep a piece of the past?

Managing the Neutral Zone *Check all that apply*

- Yes No Have I normalized the neutral zone by seeing it as difficult but manageable?
- Yes No Have I recognized that managing the neutral zone can be to my advantage?
- Yes No Have I created temporary ways of thinking and acting to get me through this?
- Yes No Have I set short-range goals and checkpoints?
- Yes No Am I willing to take risks and experiment, even if I experience some failure?
- Yes No Have I used services available to me from the company and outside it?
- Yes No Am I looking for ways to transform my loss into an opportunity?
- Yes No Am I regularly using brainstorming to address obstacles?
- Yes No Am I avoiding moving to closure and certainty too soon?

Managing New Beginnings *Check all that apply*

- Yes No Do I accept that I may be ambivalent toward the new beginning?
- Yes No Do I understand that new beginnings may not happen on a planned schedule?
- Yes No Have I taken care of the ending(s) and the neutral zone?
- Yes No Do I have a plan for moving through the three phases of transition?
- Yes No Do I know which new behaviors and attitudes support a new beginning?
- Yes No Am I modeling those behaviors and attitudes?
- Yes No Am I rewarding myself for practicing these new behaviors and attitudes?
- Yes No Do I see the quick successes I've had that make this transition successful?
- Yes No Have I found ways to celebrate the new beginning?

Adapted from *Managing Transitions: Making the Most of Change*, 1991, Addison-Wesley, by William Bridges.

As you work through this checklist, you may find you're doing better than you thought. Bravo!

If there are areas where you'd like more support, clarification or ideas, the Regis University Career Services counselors can assist you. Contact [Regis Career Services](#) at 303-458-3508 or 1-800-388-2366 x3508.