Top Ten Tips for Dealing with Job Loss

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1. Be proactive – don’t wait for the axe to fall
   • Ascertain the facts - timing, likely severance package details, etc. as early as possible
   • Discuss potential options with your employer - part-time, fixed term/fixed price contract work, a temporary cut in pay etc.
   • Consult your CPA or personal attorney before negotiating a severance deal: consider paid-for outsourcing support, certain severance benefits to be commuted into cash or ‘purchase’ of extra/extended benefits from cash payment
   • Arrange testimonials and job references from bosses before leaving the company

2. Faced with job loss? Don’t panic, a cool head is needed to make the best of the situation
   • Job loss is a shock to the system, make allowances
   • Claim your unemployment entitlements – you paid for them!
   • Forget embarrassment – you’re a member of big club with some impressive members
   • Be honest about losing your job with yourself, family and friend; get their support
   • Take professional advice on sorting out your affairs

3. Clear the decks for your new job search
   • List postponed projects/commitments, movies/shows missed, books unread; make a pragmatic schedule to catch up
   • Refresh all contacts, ‘reintroduce’ yourself to people you have neglected

4. Job-hunting may be the hardest job you ever do!
   • Develop a detailed plan of action as you would a complex work project
   • Find a coach, or better still, a mentor or two
   • Project a positive demeanor and smart image, firm-up your handshake and smile a lot!
   • Network your socks off
   • Explore all avenues and alternatives, think laterally about new opportunities, don’t wallow in negativity, remain determinedly positive but realistic

5. Be kind to yourself:
   • Socialize with positive people

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• Award yourself treats when your spirits flag
• Whatever your ‘vices’ remember - moderation in all things, even chocolate!
• When you feel fed up, roll up your sleeves and tackle those tasks which never seem to get done – clear the yard, declutter the closets, donate those ‘treasures’ in the loft and bask in the satisfaction of a job well done with a favorite movie or a good book

6. Pep up your body and soul maintenance
7. Take a sabbatical, finances permitting, for travel, voluntary service or taking a course in cookery, a foreign language, yoga etc
8. Reach out to other similarly placed individuals; compare notes, share tips and reciprocate with referrals
9. Thank and acknowledge everyone who helps you, by return, preferably with a handwritten note
10. Watch out for our “10 Top Tips for Maximizing the Value of your Time in Transition” in the (MONTH) Docket!