

THE CHANGEKEY PARTNERSHIP

SO YOU'VE BEEN MADE REDUNDANT

THE 30-DAY WORKSHEET PACK

All fourteen worksheets from the book, gathered in one place and formatted for a full page — one section for the front matter, then one for each of the four weeks — so there's always room to write.

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ABOUT THIS PACK

How to Use This Pack

This pack brings together all fourteen worksheets from *So You've Been Made Redundant* in one printable place, formatted for A4 so you can print, fill in by hand, and keep alongside the book rather than working from a screen. Each worksheet is presented here on its own, stripped of the surrounding chapter text — the full reasoning behind each one lives in the book itself, and it's worth reading that chapter before filling in the worksheet properly, rather than working from the prompts alone.

The pack follows the book's own structure and pace: one section for the front matter, then one for each of the four weeks. There's no obligation to complete every worksheet, and no correct order beyond the one the book itself sets out — some readers work through this pack in a single sitting each week, others fill a line in whenever a spare five minutes appears. Both approaches work equally well.

A blank space or an unanswered prompt is not a sign you're behind. Some worksheets, particularly the Weekly Confidence Check-in and the Weekly Search Rhythm Planner, are designed to be photocopied or reprinted and used repeatedly for as long as the search continues — the single copy included here is a starting template, not a one-off form.

These worksheets are for the personal use of the purchaser only.

Readiness Check-in: Where I Am Right Now

Before Week One begins, take five minutes with this. It isn't a test, and there's no score at the end that tells you whether you're doing this right. Its only job is to help you notice, honestly, where you actually are today. Underline whichever answer feels most true right now, or write your own if none of them quite fit.

How I'm functioning day to day

Sleep and basic routine right now feel: steady / patchy / barely holding together

My concentration right now feels: mostly normal / short bursts only / hard to summon at all

How exposed I feel financially

My sense of my own financial cushion is: clearly calculated / roughly estimated / not yet looked at

The most pressing financial question I haven't answered yet is:

Who knows, and how I feel about that

The people who need to know have been told: all of them / some of them / not yet, and that's weighing on me

Talking about this out loud right now feels: fine / manageable in small doses / something I'm avoiding

Where I am with the idea of starting to look for work

Reading the words 'job search' right now feels: fine, bring it on / neutral / genuinely too much

My honest guess at when I'll have real energy for this is: already / within the next week or two / not sure yet, and that's okay

How supported I feel

Right now, the support around me feels: solid / there, but I haven't leaned on it yet / thin, and I know that

One person I could reach out to today, if I chose to, is:

Before I turn the page

The one thing I most want to remember over the next thirty days is:

There are no wrong answers here, including 'not sure yet.' Whatever you've just written down is simply your starting line for Week One — and it's the only starting line that matters, because it's yours.

The 7-Day Stabilisation Routine

This isn't a rigid schedule, and there's no version of 'doing it right.' It's a loose scaffold for the days when total rest doesn't feel possible, built around three pillars — routine, sleep, and small controllable decisions — with job-search tasks deliberately left out. Use as much or as little of it as helps, and don't worry about missing a day.

My three daily anchors

Wake-up anchor (a consistent time, even after a bad night):

Daylight anchor (some time outside, ideally earlier in the day):

One thing that's entirely mine to decide today (a meal, a room, a walk):

Daily check-in — Days 1 to 7

Day	Anchors held?	One word for today	One thing that helped
1			
2			
3			
4			
5			
6			
7			

If a day goes sideways completely, that's not a broken streak — there's no streak to break. Pick the anchors back up the next day exactly as though nothing happened, because nothing has.

Financial Triage Checklist

Work through this once, roughly, rather than trying to make it perfect — you can revisit it.

This week (genuinely time-sensitive)

- ☐ Confirm final pay date and amount
- ☐ Confirm accrued but untaken holiday pay owed
- ☐ Confirm redundancy pay and/or pay in lieu of notice, and when it lands
- ☐ List any bills or payments due in the next 7–10 days
- ☐ Check whether any direct debits need pausing or adjusting
- ☐ Check rough eligibility for Universal Credit or New Style Jobseeker's Allowance, and start a claim if a gap is likely
- ☐ Note the date workplace pension contributions will stop

Not this week (worth doing properly, later)

- ☐ Deciding what to do with your pension
- ☐ Deciding whether to look for the same kind of role or something different
- ☐ Any decision trading a lump sum now for smaller payments later, or vice versa
- ☐ Long-term budget planning beyond the next month or two

My numbers

My honest financial cushion right now, in weeks or months, is approximately:

The one financial question I most need answered this week is:

A note if you're claiming Universal Credit: your claimant commitment can include work-search conditions. It's worth raising your situation directly and honestly with your work coach rather than assuming there's no flexibility — there usually is more give in it than it first appears.

Who to Tell, and When

There's no single right order — this is a tool for making your own order deliberate rather than accidental.

Tell now, or very soon

The people who need to know because they're directly affected:

Tell soon, on my own terms

Close friends and family I want to tell myself, in my own time:

Can wait

Wider circle — no rush, no obligation:

My settled version

What I'll say, in one or two sentences, so I'm not improvising each time:

If someone pushes for more than I want to give

My go-to response:

A few starting points, if it helps to see some in writing

To a colleague: “Sad to be moving on — my role was part of a restructure. Let’s stay in touch.”

To extended family: “My job’s ended as part of a company restructure — I’m taking a bit of time before I start looking properly.”

To a recruiter reaching out early: “Thanks for thinking of me — I’m taking a short break before actively looking, I’ll be in touch.”

Motivational Drives Quick-Profile

Read through the list below, then work through the questions that follow. There's no scoring system — just honesty.

A starting set of drives

Achievement — the pull to accomplish clear, measurable goals and see tangible results from your effort.

Autonomy — the need to control how, when, and where you work, with minimal oversight.

Security — a strong preference for stability, predictability, and protection against risk.

Belonging — the need to feel part of a team or community, working closely alongside others.

Recognition — being seen and acknowledged for your contribution, publicly or by people whose opinion matters to you.

Mastery — the drive to become genuinely expert in a craft or subject, deepening skill over time.

Purpose — needing the work itself to serve something you believe matters, beyond the pay.

Variety — a need for change, novelty, and a working life that doesn't repeat the same pattern for long.

Influence — wanting to shape decisions, lead others, or have a visible impact on direction.

Structure — a preference for clear process, defined expectations, and order rather than ambiguity.

My profile

My top three drives, honestly, are:

Which of these did my last role genuinely satisfy?

Which of these did my last role quietly starve?

If I imagine a role that satisfied my top three, what would it need to include?

What would an ordinary Tuesday look like in that role, hour by hour?

Skills Audit Template

A proper skills audit, done honestly, tends to take a couple of sittings rather than one quick pass. There's no need to complete it in a single session.

Role-specific skills

Skills tied closely to my last role, industry, or systems:

Which of these might need translating or reframing for a different context:

Transferable skills

Two or three moments I'm genuinely proud of, described in plain language:

The transferable skill underneath each one:

Skills built outside paid work

Anything relevant from volunteering, caring, or organising outside a job:

The full list

My honest, generous list — role-specific and transferable together:

Network Map

The actual asset worth mapping here is smaller and more valuable than a connection count: the real people who know you, trust your work, and would take your call.

The inner circle — would take my call today

Names:

Would help if asked, and I should ask

Names:

Worth reconnecting with before Week Three

Names:

Beyond the obvious

Former clients or customers who valued my work:

People I trained, mentored, or supported:

Contacts from professional bodies or industry groups:

People outside work whose world might intersect with mine:

Recruiters or agency contacts worth reactivating deliberately:

CV Rebuild Checklist

- ☐ Pulled evidenced skills directly from the Week Two skills audit, not written fresh from memory
- ☐ Used standard section headings throughout
- ☐ Mirrored honest, accurate keyword language from target job postings
- ☐ No critical information hidden in text boxes, headers, or graphics
- ☐ Every bullet leads with an outcome or evidence, not just a responsibility
- ☐ Checked length — two pages for most readers, tighter if more junior
- ☐ No lengthy explanation or justification of the redundancy on the CV itself
- ☐ Read every AI-assisted section aloud — it still sounds like me

Reflection

The single strongest piece of evidence on my CV right now is:

A common mistake from the list above I've checked my draft against:

LinkedIn Profile Refresh

My new headline, built from Week Two's drives and evidence rather than just my old title:

My settled redundancy sentence for the summary section:

What I'm looking for next, stated plainly:

Checklist

- ☐ Requested at least one or two recommendations from the colleagues identified in Week One
- ☐ Updated photo, if it's meaningfully out of date
- ☐ Reviewed and updated the skills section to match the Week Two audit

Interview Readiness Quick-Reference

STAR — Situation, Task, Action, Result. Have two or three ready from your Week Two audit.

My settled, spoken version of the redundancy story, in two or three sentences:

Two or three questions to ask the interviewer, informed by my own research:

What I want to know about them, beyond whether they'll hire me:

Checklist

- ☐ Practised at least one STAR answer out loud, not just in my head
- ☐ Know my settled redundancy answer well enough not to improvise it under pressure
- ☐ Have a grounding technique ready for the minutes beforehand
- ☐ If a psychometric test or assessment centre is involved, done a short practice run of the format
- ☐ Confirmed referees are willing and briefed on which role this is for

If a video interview: camera, lighting, and notes-out-of-frame checked in advance? Y / N

Weekly Confidence Check-in

A short, honest check-in worth repeating each week from here on, for as long as the search continues — not to dwell on discouragement, but to catch a slide early, while it's still easy to correct. Photocopy this page, or reprint it from the download, for each week you need it.

This week, has my confidence quietly slipped, and if so, where is it showing up?

Am I still applying in line with my Week Two drives, or have they quietly narrowed?

One piece of genuine positive evidence from this week, however small:

Checklist

- ☐ Reread my Week Two skills audit or Week Three CV this week
- ☐ Kept my process-versus-outcome log genuinely current
- ☐ Had at least one honest, non-crisis conversation with someone close to me about how this is landing
- ☐ Considered whether it's time to bring in outside support — a career consultant, coach, or guidance service

Negotiation Quick-Reference

Before accepting — Take at least a day or two on any written offer. Relief is not the same as clear-headed consideration.

If the package falls short — Counter calmly, with evidence from your Week Two research: 'Based on my research, I was expecting a range closer to X. Is there flexibility?'

Beyond salary — Start date, flexible or remote working, annual leave, and development budget are all genuinely negotiable, and sometimes easier for an employer to move on than the headline number.

Comparing multiple offers — Rate each against your Week Two drives, not salary alone. Ask for a few more days if you need it.

Closing out other processes — A brief, courteous withdrawal message once you've accepted, rather than going silent. It costs little and protects your reputation.

My own notes

The one or two elements that matter most to me in any negotiation, beyond salary:

My calm, evidence-based counter-offer script, drafted in advance:

Weekly Search Rhythm Planner

A template to repeat each week from day thirty onward, once the book’s own structure has run its course. Adjust the numbers to your own sustainable pace from Week Three — there’s no universally correct target. Photocopy or reprint this page as needed.

Week beginning:

Activity	Target this week	Actual
Tailored applications sent		
Outreach or reconnection conversations		
Live processes actively followed up		
Interviews attended		
Confidence check-in completed		
One non-search thing, protected on purpose		

If a week’s actual numbers fall short of the target, that’s information, not failure — worth a brief, honest look at why, rather than simply resolving to try harder next week without understanding what got in the way.

Day 31 Plan

What's genuinely working in my search that I'll keep doing exactly as it is:

What I'll adjust, based on what these thirty days have actually shown me:

My weekly search rhythm target, going forward:

Who I'll turn to if my confidence or my results need more support than this book alone can offer:

One thing, unrelated to the search, I'm committing to protect each week from here on:

Checklist

- ☐ Marked day thirty, however small the gesture
- ☐ Written this plan honestly, not aspirationally

It's worth revisiting this plan again, briefly, whenever the search reaches a genuinely new phase — a month with no change, an unexpected setback, or simply a point where the original plan no longer quite fits the search as it's actually unfolding.

That's all fourteen.

Wherever you are in the thirty days, this pack will still be here for the next time you need it.

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