

30-Day Career Reset Plan

Rebuild your career momentum in one month — no matter where you're starting from

Whether you've been retrenched, burned out, or just stuck in your career for too long, this 30-day plan gives you a clear roadmap to reset, refocus, and take action.

No overwhelm. No paralysis. Just one small step every day.

How to Use This Plan

- **Complete one task per day** — don't skip ahead or batch multiple days
- **Track your progress** — check off each task as you complete it
- **Be honest** — this only works if you do the work
- **Adjust as needed** — if something doesn't apply to you, skip it and do the next task

By Day 30, you will have:

- A clear career direction
- An updated resume optimized for ATS
- A growing professional network
- Active job applications or training enrollments
- Momentum to keep going

Let's go.

Week 1: Clarity & Assessment

Day 1: Process the Past

Task: Write down everything you didn't like about your last job or career phase. **Why:** You can't move forward until you understand what you're moving away from. **Action:** Spend 15 minutes journaling. No filter. Just write.

Day 2: Define Your Non-Negotiables

Task: List 5 things your next career MUST have. **Examples:** Work-life balance, remote work, growth potential, high salary, meaningful impact. **Action:** Write them down and rank them 1-5 in order of importance.

Day 3: Career Self-Assessment

Task: Rate yourself (1-10) on these 5 dimensions: 1. **Energy:** How burned out are you? 2. **Finances:** How long can you survive without income? 3. **Skills:** Are your skills still relevant? 4. **Network:** Do you

have connections in your target industry? 5. **Clarity:** Do you know what you want next?

Action: Write your scores. This is your baseline.

Day 4: Research High-Growth Industries

Task: Identify 3 industries that are hiring in Singapore right now. **Resources:** Workforce Singapore Jobs Transformation Maps, MyCareersFuture, LinkedIn. **Action:** Write down the top 3 industries that interest you.

Day 5: Pick One Target Role

Task: Choose one specific job title you're aiming for. **Why:** "I want a better job" is not a plan. "I want to be a Supply Chain Analyst" is. **Action:** Write it down. This is your North Star for the next 30 days.

Day 6: Read 10 Job Descriptions

Task: Find 10 job postings for your target role on MyCareersFuture or LinkedIn. **Action:** Make a list of the top 10 skills that appear in every posting.

Day 7: Skills Gap Analysis

Task: Compare your current skills to the top 10 skills you listed yesterday. **Action:** Create two lists:

- **What I Have:** Skills you already possess
- **What I Need:** Skills you're missing

Week 2: Skill-Building & Learning

Day 8: Check Your SkillsFuture Credit

Task: Log in to MySkillsFuture.gov.sg and check your SkillsFuture Credit balance. **Action:** Write down: Base Credit (\$500) + Mid-Career Credit (\$4,000 if aged 40-60) = Total.

Day 9: Find One Course to Close Your Skills Gap

Task: Search MySkillsFuture for one course that teaches a skill you're missing. **Action:** Bookmark the course. Don't enroll yet — just find it.

Day 10: Calculate Course Cost (After Subsidies)

Task: Use the WSQ Funding Calculator (download from ForLifeCareer.com) to estimate your out-of-pocket cost. **Action:** Write down: "This course will cost me \$_____ after subsidies."

Day 11: Enroll in the Course (or Plan to)

Task: If the course fits your budget and schedule, enroll today. If not, find a free alternative (YouTube, Coursera, LinkedIn Learning). **Action:** Commit to completing it within 30 days.

Day 12: Start a Portfolio Project

Task: Begin one small project that demonstrates your new skill. **Examples:** Data analysis of public datasets, redesign a website, write a marketing plan. **Action:** Spend 1 hour on it today. Document your process.

Day 13: Join an Industry Community

Task: Join one LinkedIn group or Facebook group related to your target industry. **Action:** Introduce yourself in the group: "Hi, I'm [Name], currently transitioning into [industry]. Excited to learn from this community!"

Day 14: Reflect on Week 2

Task: Review your progress. Are you on track? **Action:** Write down: "This week, I accomplished _____. Next week, I will _____."

Week 3: Resume, Branding & Networking

Day 15: Update Your Resume

Task: Rewrite your resume to focus on transferable skills, not just job titles. **Action:** Use ForLifeCareer's Free Resume Tool to check ATS compatibility.

Day 16: Write a Career Transition Summary

Task: Add a 3-line summary at the top of your resume explaining your career switch. **Example:** "Operations professional transitioning to supply chain analytics. Proven track record in inventory optimization and data-driven decision-making. Currently completing WSQ Data Analytics certification." **Action:** Add it to your resume.

Day 17: Update Your LinkedIn Profile

Task: Change your LinkedIn headline to reflect your target role. **Before:** "Retail Operations Manager" **After:** "Operations & Analytics Professional | Transitioning to Supply Chain" **Action:** Update it today.

Day 18: Post Your First LinkedIn Update

Task: Write a short post about your career transition journey. **Example:** "After 15 years in retail operations, I'm excited to be transitioning into supply chain analytics. Currently upskilling in data analysis and loving the challenge. Open to connecting with others in this space!" **Action:** Post it. Don't overthink it.

Day 19: Reach Out to 3 People on LinkedIn

Task: Send personalized connection requests to 3 people in your target industry. **Message:** "Hi [Name], I'm exploring a career transition into [industry] and came across your profile. Would love to connect and learn from your experience." **Action:** Send 3 messages today.

Day 20: Schedule 1 Informational Interview

Task: Ask one of your new connections for a 15-minute call. **Message:** "Hi [Name], thanks for connecting! Would you have 15 minutes this week to share your career journey? I'm transitioning into [industry] and would love your perspective." **Action:** Schedule the call.

Day 21: Conduct Your Informational Interview

Task: Have the call. Ask:

- How did you get into this field?
- What skills matter most?
- Any advice for someone transitioning from [your industry]?
- Do you know anyone else I should talk to?

Action: Send a thank-you message within 24 hours.

Week 4: Applications, Interviews & Action

Day 22: Create a Job Search Tracker

Task: Set up a simple spreadsheet to track applications. **Columns:** Company, Role, Date Applied, Status, Follow-Up Date. **Action:** Save it and keep it updated daily.

Day 23: Apply to 5 Jobs

Task: Submit 5 job applications today. Customize each resume and cover letter. **Action:** Log them in your tracker.

Day 24: Follow Up on Previous Applications

Task: If you applied to jobs 7+ days ago, send a polite follow-up email. **Template:** "Hi [Hiring Manager], I applied for the [Role] position on [Date] and wanted to express my continued interest. Happy to provide any additional information. Looking forward to hearing from you." **Action:** Send 3 follow-ups.

Day 25: Register with a Recruitment Agency

Task: Sign up with one recruitment agency specializing in your target industry. **Resources:** ForLifeCareer.com/recruitment for a list of Singapore agencies. **Action:** Submit your resume and have an intro call.

Day 26: Practice Your Interview Story

Task: Write down your answer to: "Why are you switching careers?" **Action:** Practice saying it out loud 3 times. Time yourself — keep it under 90 seconds.

Day 27: Prepare 3 STAR Examples

Task: Write 3 STAR (Situation, Task, Action, Result) examples that demonstrate transferable skills. **Action:** Save them in a document. Use them in interviews.

Day 28: Apply to 5 More Jobs

Task: Submit another round of applications. Target both direct roles and bridge roles. **Action:** Log them in your tracker.

Day 29: Reflect on Your Progress

Task: Review the past 30 days. What worked? What didn't? **Action:** Write down:

- "I'm proud of: _____"
- "I struggled with: _____"
- "Next month, I will: _____"

Day 30: Celebrate & Commit to Consistency

Task: Celebrate how far you've come in 30 days! **Action:** Write down your next 30-day goal. Keep the momentum going.

Progress Tracker

Use this to track your daily progress.

Day	Task	Done?
1	Process the Past	■
2	Define Non-Negotiables	■
3	Career Self-Assessment	■
4	Research High-Growth Industries	■
5	Pick One Target Role	■
6	Read 10 Job Descriptions	■
7	Skills Gap Analysis	■
8	Check SkillsFuture Credit	■

Day	Task	Done?
9	Find One Course	■
10	Calculate Course Cost	■
11	Enroll in Course	■
12	Start Portfolio Project	■
13	Join Industry Community	■
14	Weekly Reflection	■
15	Update Resume	■
16	Write Career Summary	■
17	Update LinkedIn Profile	■
18	Post LinkedIn Update	■
19	Reach Out to 3 People	■
20	Schedule Informational Interview	■
21	Conduct Interview	■
22	Create Job Tracker	■
23	Apply to 5 Jobs	■
24	Follow Up on Applications	■
25	Register with Agency	■
26	Practice Interview Story	■
27	Prepare STAR Examples	■
28	Apply to 5 More Jobs	■
29	Reflect on Progress	■
30	Celebrate & Commit	■

Resources

Resume Tool: [ForLifeCareer.com/free-resume-tool](https://forlifecareer.com/free-resume-tool) **WSQ Navigator:** [ForLifeCareer.com/wsq-navigator](https://forlifecareer.com/wsq-navigator)
SkillsFuture Credit: [MySkillsFuture.gov.sg](https://myskillsfuture.gov.sg) **Job Search:** [MyCareersFuture.gov.sg](https://mycareersfuture.gov.sg) **Recruitment Agencies:** [ForLifeCareer.com/recruitment](https://forlifecareer.com/recruitment) **Career Coaching:** Book a free call at <https://forlifecareer.com/advisory/>

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