



The Redundancy guide

For navigating unplanned career change

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HELLO *My friend*

5 years ago, I was made redundant from my first-ever job in tech (the one I swore I would never leave), so when experiencing it again in 2023, I knew it was time to create a resource to help. Unfortunately, redundancy and restructures have always been a part of the career experience. Still, most of us have never understood what it is and how to navigate it. Even as a coach, I'm guilty of working with folks on the sexier job hunt, the strategic moves and the controlled changes. That has and will continue to change as more and more folks share experiences, companies become more transparent, and the economy makes the r-word more and more common. This guide is intended to do 3 things:

*Take what you need
and leave the rest;
you're the expert
here!*

1. Remind you you're not alone
2. Give you permission to do it your way
3. Share specific tools to make it easier

Jaz

Welcome *to the guide*

I created this guide for those going through unexpected and unplanned career changes, also known as restructuring or redundancy. Is that you?

If you're not sure, here are the definitions for each experience:

- **Redundancy** – This is ultimately a job loss and is usually entirely unexpected and quick. It's a form of dismissal that happens when employers need to reduce their workforce or no longer need the role.
- **Restructure** – This is a change of job also. Usually unexpected and quick. This can result in you being in a new department, a new role or a completely different part of the organisation all together. Although this isn't as drastic as layoff and redundancy, the emotional experience can be similar.

This is in no particular order; you can choose to review each section in order or zoom into the parts that are most relevant for you.

OI

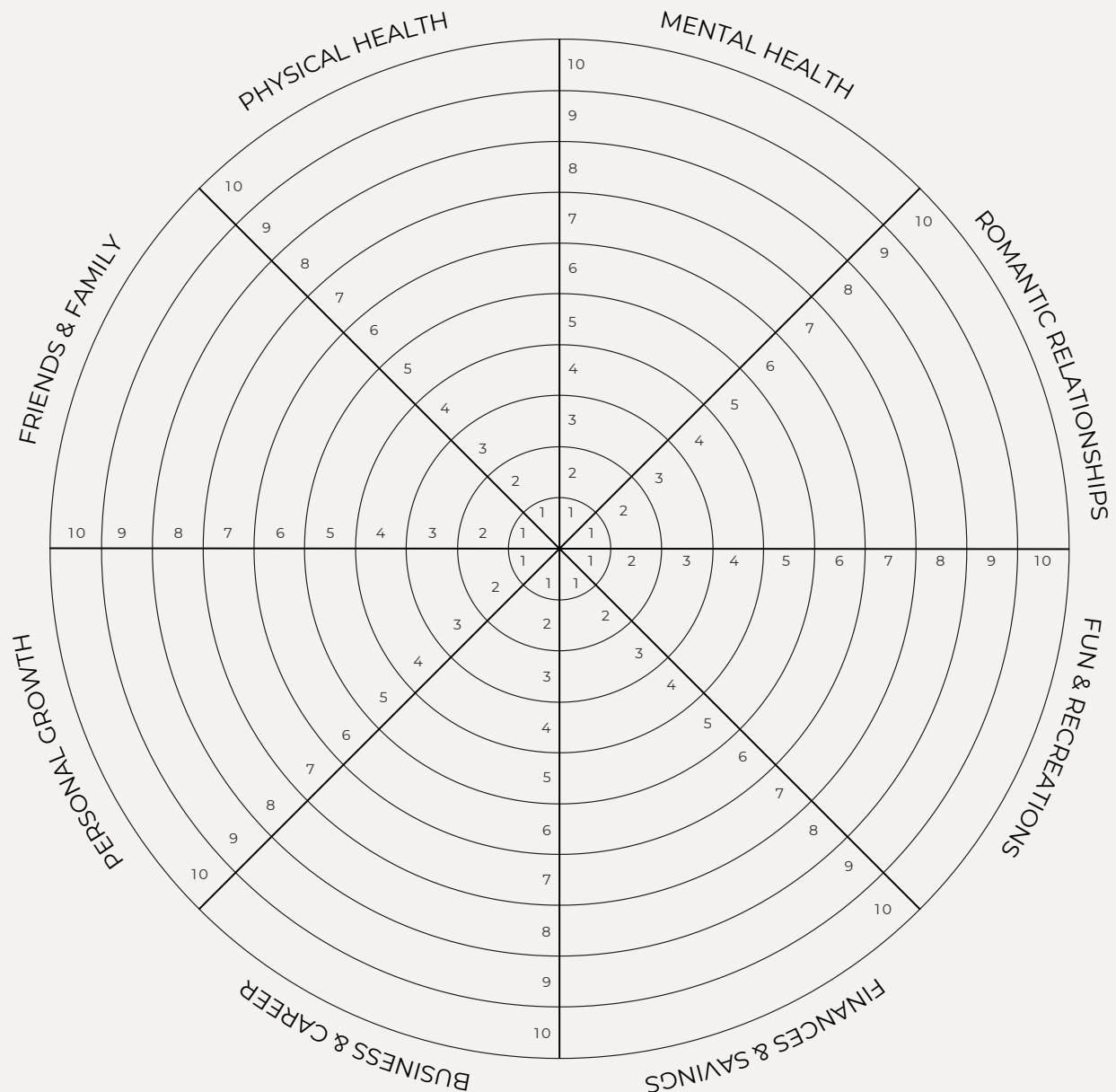
start with self-compassion

It's a time to treat yourself with kindness rather than harsh judgment. Recognise that job loss can happen to anyone and allowing yourself to process emotions healthily paves the way for resilience and new opportunities.



Wheel of life

The wheel of life allows you to review different aspects of your life and award them a number out of 10 based on your satisfaction with them. Once it's finished, you can use this to lend yourself some compassion for where you are and how you feel.



Once you've marked on the chart your score for each aspect, you can then ask the following questions:

- How do I feel about each score and the shape of my wheel overall?
- What am I most satisfied with?
- What am I the least satisfied with?
- What (if anything) would I like to change?
- How important is that change?

Hold onto the universal truths



People are people; sometimes there's excitement, other times - disappointment. It's essential to hold onto the facts amongst the feelings and the truth despite the opinions. It's important to remember:

- It's not personal.
- People will disappoint you.
- Respect selfishness - folks have their own things going on.
- Believe in the concrete.
- Nothing is taken away.
- Your number one job is to be and stay anchored.

Don't be an island

It's essential not to isolate yourself and not flood 1 friend with all your questions, queries and emotions. Just like you have a definitive capacity; others will too, and you want to be mindful of not pouring out more than they can contain. You can be supported, but it doesn't need to be from one person. Leverage a blend of colleagues, peers, partners and more for the 4 types of conversations below:

WISE COUNSEL "what should I do?"	STRANGERS Shoot your shot
SOUNDING BOARD "Are you f*cking kidding me?!?!"	POWER NETWORK Connected folks for referrals

Take it one day at a time

Through each of the initial days of unemployment (yep, I said it, unemployment), I asked myself what I 'needed' and used that to inform what I did. Taking each day as it comes can be powerful. It's easy to dive straight from uncertainty to brushing up your CV and pitching it to recruiters. I'm not saying there's anything wrong with doing this, but sometimes you need that energy put aside for other things. You don't have to react instantly, and it's okay.

One of the reasons I love coaching is that it puts you in a space where you get to ask yourself questions that would otherwise seem selfish as a way to guide your life more intentionally. So start by asking yourself the following:

- What do you want?
- What do you need?
- How do you feel?
- How do you want it to go?
- What decision do you want to make?
- Do you need to go slower?
- Do you need some social time?
- Do you need some time alone?

It's important to ask these questions so that you can be present and honest with yourself when navigating the experience.

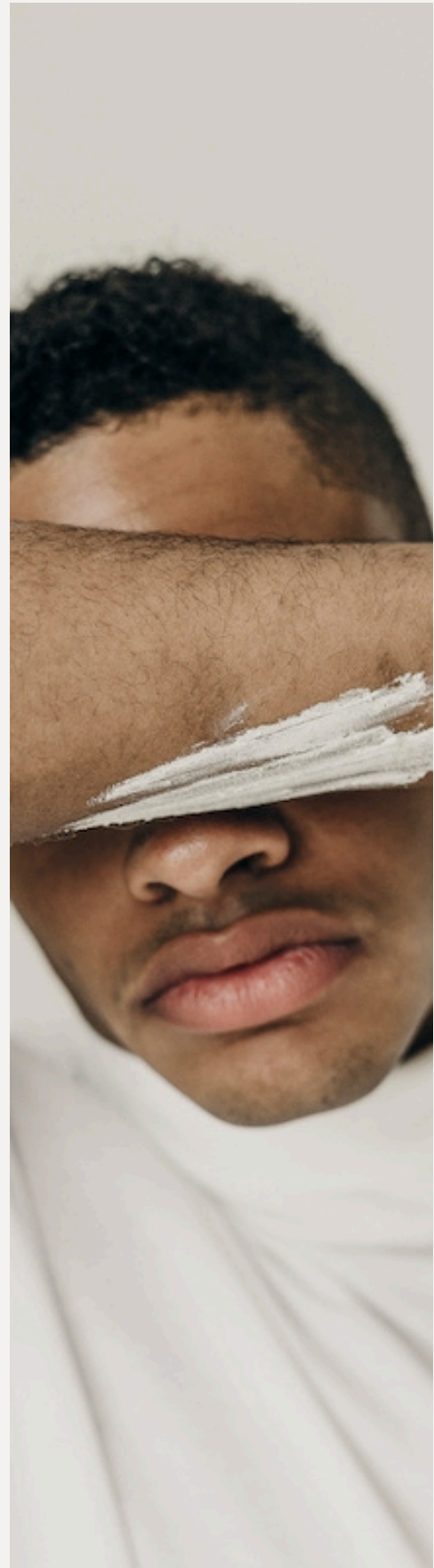
You are, always have
been and always will be
enough.

—Just Jaz

02

mind your mind

43% of unemployed people reported having poor mental health in 2021. Get help if you are struggling, therapy or coaching. It's hard to be the spiffy version of yourself if you are worried about your basic needs, financial stability and keeping a roof over your head. Also, suppose you're like me and have anxiety. In that case, you might be losing sleep, unable to quiet your mind and other things that add to the experience negatively.



Take the support.

You deserve it.



There's no way that I could discuss any of these changes without touching on the destabilizing effect they can have on our mental health. Life always has tension within it, but going through something like this has way more. And although you may have many town halls and 1:1s to answer or ask questions, there's still going to be a lot going through your mind about what everything truly means for you, and that can be pretty distressing for our mental health overall. So it's important to understand that you are supported within your organization. It's important to remember all that you still have access to while you are still an employee, such as wellbeing circles, mental health days, therapy, coaching, fitness memberships, etc. Many of the mental health benefits and services are offered by the company, and you should feel no shame in using them. If those services are not provided by the company, you can seek assistance from many public places, and I've listed a few below.

- Samaritans
- BetterHelp
- Mind

The reality of the worse case: Nervous system



I may not be an expert on our nervous system, but I do know what it feels like to be unable to sleep and then have your jaw clench so tight that it aches when you wake up in the morning. All of this is connected to our nervous system. A human biological reaction means that we can't relax. The truth is, we're in a heightened state, which can come alongside this uncertainty. Take the time to recognize if you're clenching your jaw or feeling tension in your shoulders or having trouble sleeping, and start doing some simple things to undo some of the stress, like:

- **Breathwork:** Breathe in for four, then hold for two, then breathe out for four (repeat four times).
- **Stretches:** Rolling your shoulders back and forth, bringing your shoulders up to your ears and dropping them down can be helpful.

Beyond these, you can find some online resources of things you can do by yourself to help relax and restore your nervous system when it becomes heightened.

Growth zone check-in

It can be helpful to reflect on your growth zones. You may be in the fear zone; freaking out and uncertain or maybe your mellow and deep diving into online courses and creative workshops. Either way, for each zone ask yourself"

- What does that look like feel for you specifically? i.e. shoulders tense, energised, adventurous
- How does it compare to being in the learning, growth comfort zones? Which zone would you like to be in and how can you get there?



Pleasure

This is very random, but it's really important to tap into pleasure and joy during this time. You may feel like you don't deserve it, can't afford it, or it's a waste of time. Still, it could be something as simple as going to your local park and playing on the swing, playing Nintendo or a board game with a friend. They can be straightforward things, but it's important to get consumed with a lighter feeling to remind yourself that you are indeed entitled to it. Not every day has to be bad, heavy, and serious. In this way, you're able to access your inner child. Again, I don't claim to be an expert on this, but it's more about having some space and time to be childlike when we are at such an adult season in our lives. Going back to a time when you didn't need to worry about money and bills, etc. A time when we didn't worry about many things that will be top of our mind now; when your main concern was beating your bestie at Street Fighter.



Articulating your emotions



We tend to leave our emotions locked up because we never learn how to explain or share them. Sometimes we can even feel like a burden when we explain how we feel because we feel that we need to justify it or maybe someone else's experiences are more extreme.

Therefore, ours are not worth sharing or something you should resolve quickly without fuss.

There is nothing wrong with feeling sad, confused, disappointed, or hurt. Even though all of these emotions are familiar to you, there may be others, such as anger, rage, doubt, and suspicion. In this case, the emotion wheel is very handy; firstly, to express these emotions to yourself and then with somebody that you trust, who you feel safe with, and who can listen to and support you through that emotion.

We forget that emotions provide us with information. They offer us insight, and curiosity is handy when those things arrive. If you feel rage or anger, why precisely do you feel rage or anger? That may be a space where you want to ask a clarifying question or there's a conversation you want to have to untangle that emotion.

Feeling then filtering

It's important, at specific stages of this journey, to feel and then filter the feelings you uncover. That way, you don't end up being an emotional hot mess or mistreating those you love just because you don't know what to do with it, or becoming irrational at a time when you should be professional and make tough decisions. To be clear-minded, make space to feel the feelings, then filter out the most useful ones.

I'm going to use an example which might seem contentious: suppose you historically have not advocated for yourself. In that case, the anger you feel right now might be what you need to remind yourself to advocate for yourself. Do you ask questions about any specific dates or any decisions that have been made?

In this way, you can filter out the emotion of anger so that you can use it strategically to support you through a conversation that would otherwise be very difficult, or leave you walking away with regrets about what you did and did not say.



Remember: Self-care

Emotional exhaustion is real. It's essential to fill your tank. It's not just oxygen that we need to function as human beings. As you navigate this, taking time out to fill your cup with things like exercise, movement, social time, long walks, whatever it is for you, double it.

PSA for protection

PSA stands for Public Service Announcement, which is a piece of information meant to benefit the public. In my experience, there were moments when things were changing for me that were not public knowledge. Meanwhile, people were asking for things that I couldn't provide because it was no longer within my control. At that point, I had to make an internal PSA to those relevant people. Not only so that they understood who the best next person was to go to, but also so that I didn't have to feel the emotional distress of all the things that I loved and had worked hard on no longer being mine. We like to pretend that we are detached from our work, but we're not, and that's nothing to be ashamed of. I wanted to save myself from the distress and trauma that come with it, along with all the emotions that come alongside it. I also wanted to be practical in the face of the changes that were happening and have minimal disruption to the continuance of these projects.

When you need to do a PSA, remember that it is deeply personal what you are going through. There is an element of emotional labor in having conversations and making decisions while coming to grips with the reality of shifting things in your life, such as calling up utility and bills to pause payments. That can be distressing, especially when you never thought you'd be in that position. It's important to remember that a huge part of self-care is boundaries, which can be reactive and proactive. Reactive boundaries are when somebody does something you are uncomfortable with answering, and you can say "I prefer not to discuss it." Proactive boundaries are when you say, in your own way, "Hey folks, this is what's happening. In the meantime, talk to XY and Z." You are entitled to both and are welcome to communicate accordingly.

It's unfortunate, but quite often when we are in these situations, we expect other people to defend us or uphold those boundaries. However, the sad reality is they often can't or don't even know that it would be valuable and supportive to us. Again, there's no rulebook for this stuff! So don't sit and wait for somebody to protect you or make the announcement on your behalf because it is deeply personal. There's nothing worse than somebody sharing your news in a way that you're not comfortable with at a time you're uncomfortable with.

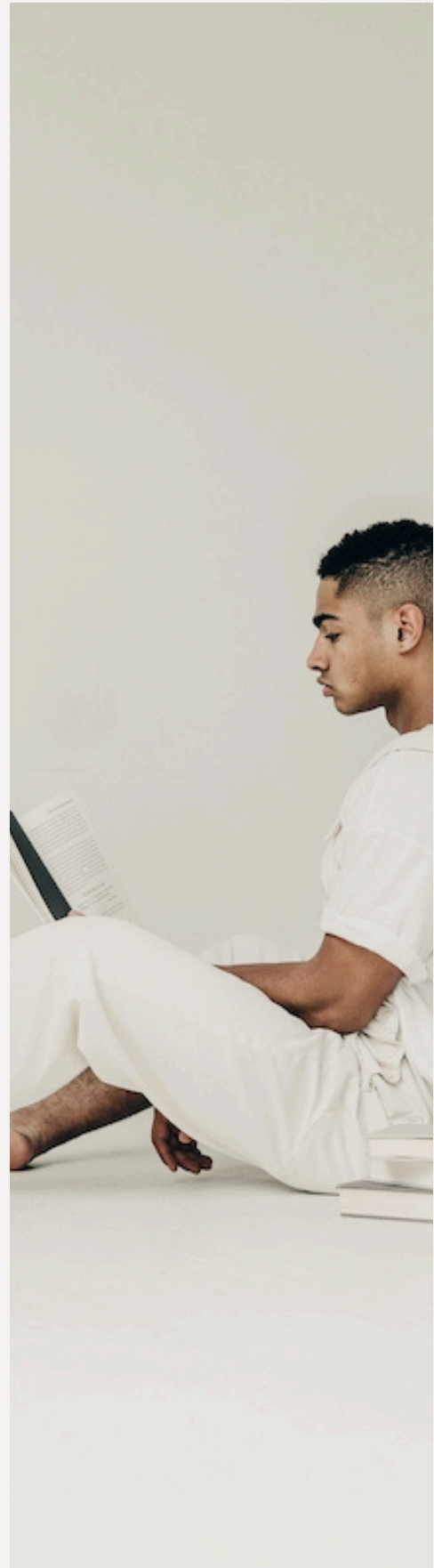
The hard *reality* is that the world is still spinning around us, even if our world has stopped at that moment. It's important to remember this and *empower ourselves* to have a voice at that moment, to *decide* to *have boundaries* around the conversations that we will and will not have or the things that we need to focus on in *our part* of the spinning world.

-Just Jaz

03

are you driving or being driven?

The 5 drivers were coined by Dr Kahler in 1975 as five common drivers that motivate us, which, when overdone, can be at the root of dysfunctional behaviors. When navigating a season like this, being out of whack and discombobulated can be easy to do.



Good team worker and able to communicate, but often reluctant to make a decision and over-commits due to finding it hard to say no.

1 please others

If you identify with this driver, you may find yourself seeking ways to remain useful to your team, saying yes to every request even if you're unsure how you'll fulfill it. You may do this to be seen as an excellent team player or because you think it will impact your outcome. While it's natural to want to be helpful during times of change, it's important to be mindful of taking on too much when you should be offloading or focusing on your handover.



A great negotiator who is self-directed but is reluctant to collaborate and tends to bottle up emotions.

2 be strong

In these situations, it can be effortless for you to bottle up all the emotions as I described above and pretend that this is not affecting you or you are somehow "more" than what you actually feel on the inside. It's really important to recognize that when somebody asks you, "How are you?" they ask because they generally care. Not everybody will care, if I'm honest, but those close to you should get the truth. Please don't feel that you need to put on a brave face, as that will make it even more difficult for them to support you in your time of need.

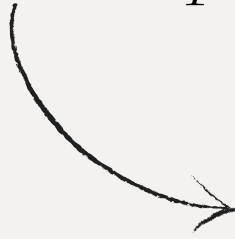


Energetic and enthusiastic who always meets deadlines but misses essential details and finds it hard to say no.

3 hurry up

When looking for new jobs and networking during this time, it's important to take your time and approach it step by step. While it's natural to want the process to be over quickly, it is a process with many components that require time and attention. The tendency may be to jump straight into doing a handover, but rushing won't make it any faster, and there will be days when it feels painfully slow. And that's okay.

*Self-motivated and always gives 100%
but is unwilling to ask for help and
needs help to prioritise.*



4 try hard



The top-level hierarchy is that the decision is the decision. It can be easy to think that finishing a project, setting up a meeting, or responding to a task will somehow change the outcome, but that's not the reality. The decision to restructure lay off, or make redundancies is typically a nuanced and difficult one that often happens several layers above our heads in the organization's leadership. Running yourself ragged is unlikely to be noticed by decision-makers and also unlikely to be fruitful in the end. You may have to abandon some hard work and instead focus on the essential tasks and responsibilities that need to be continued, rather than trying to initiate new projects that are already scheduled for two quarters ahead.

Great attention is paid to detail and high standards are set, but there is a tendency to be slow and pedantic and miss deadlines.



5 be perfect

The top-level hierarchy is that the decision is the decision. It can be easy to think that finishing a project, setting up a meeting, or responding to a task will somehow change the outcome, but that's not the reality. The decision to restructure lay off, or make redundancies is typically a nuanced and difficult one that often happens several layers above our heads in the organization's leadership. Running yourself ragged is unlikely to be noticed by decision-makers and also unlikely to be fruitful in the end. You may have to abandon some hard work and instead focus on the essential tasks and responsibilities that need to be continued, rather than trying to initiate new projects that are already scheduled for two quarters ahead.



With all of these drivers there are 2 affirmations that will help you through:

1. There is no rulebook.
2. I am enough

“Ambition isn't a dirty
word”
—*Just Jaz*

O4

*you can't
submit your cv
with those
cobwebs*

Refreshing your CV quickly is essential because unexpected job opportunities may arise, and your CV may have been neglected. I have a list of 25 tips inside tThe CV Checklist but you can start easily with 4 of them.



cv mini-checklist

01

skills, stengths & talents

Lacus suspendisse faucibus
interdum posuere lorem. Sapien
pellentesque habitant morbi
tristique senectus. Velit egestas
dui id ornare arcu odio ut sem.
Sed vulputate mi sit amet.

02

key achievements

Lacus suspendisse faucibus
interdum posuere lorem. Sapien
pellentesque habitant morbi
tristique senectus. Velit egestas
dui id ornare arcu odio ut sem.
Sed vulputate mi sit amet.

03

recent role

Lacus suspendisse faucibus
interdum posuere lorem. Sapien
pellentesque habitant morbi
tristique senectus. Velit egestas
dui id ornare arcu odio ut sem.
Sed vulputate mi sit amet.

04

last sentence of the profile

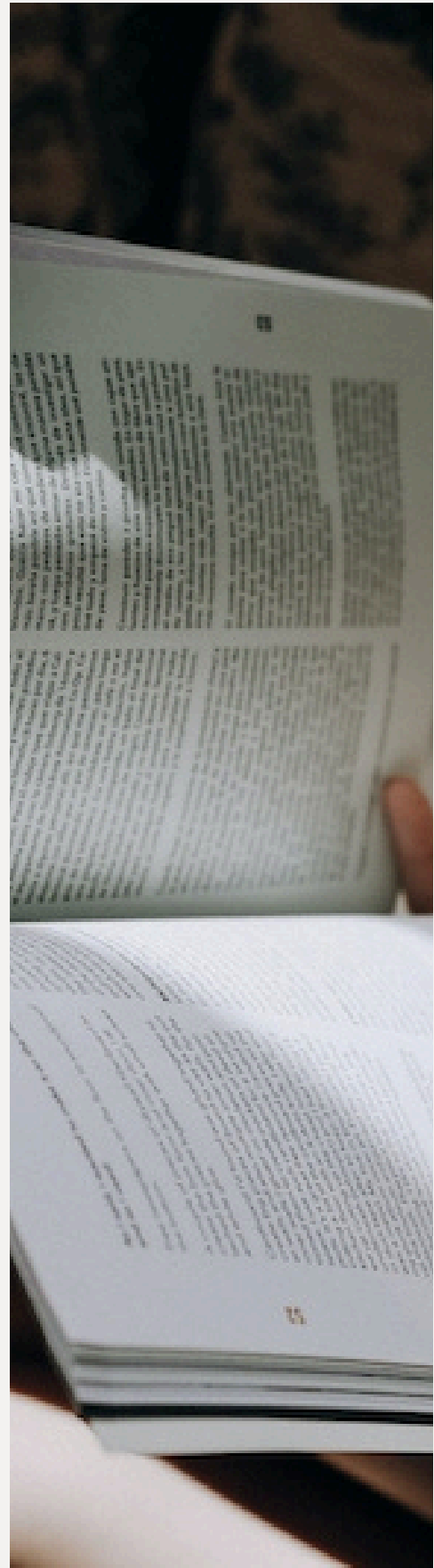
Lacus suspendisse faucibus
interdum posuere lorem. Sapien
pellentesque habitant morbi
tristique senectus. Velit egestas
dui id ornare arcu odio ut sem.
Sed vulputate mi sit amet.



05

the strategy is the same

You still deserve to have a plan for your career. The things that will change are the timeline, location etc. and instead of preparing for an annual review, you're preparing to interview. You still need to put your best foot forward with your Skills, strengths and talents, confidence and career philosophy.



Unwanted diversion vs opportunity

It's time for a classic coaching technique of introducing a reframe. This is not about denying reality but rather shifting your perspective to see things differently.

1. Great things come from discomfort
2. Accelerate the long-term vision
3. Starting just jaz/coasting and needing a push

Wants and needs audit

1. Career change intentional vs unintentional
2. I believe that at any point in your career you should have awareness of your wants and needs and make them a priority
3. When this happens, all that happens is your wants and needs ratio gets shifted, but it's still a ratio. You still deserve both.
4. This is the baseline of decision making and negotiation, it's why search engines have filter and tabs
5. It's okay to choose safety over comfort and you still deserve to be intentional with your career
6. Right now you may need a minimum salary of £45k, you might want a role with growth potential, you might need flexible working. You might wish for the position to be a team lead instead of IC.

Your wants & needs audit

Throughout your career you find yourself hunting for specific things and attracted to others. More than anything depending on the stage of your career your more focused on needs more than wants. Write a list of all that comes to mind and indicate which are wants, needs or both. This will help your filter opportunities.

		WANT	NEED
01	e.g. Remote work at least 3 days a week		✓
02	e.g. Company with global offices	✓	✓
03	e.g. Team lead position or above	✓	
04	e.g. Matches my previous salary at least		✓
05	e.g. Uses apple not windows	✓	
06			
07			
08			

We work to *become*, not
to acquire.
—*Elbert Hubbard*

Crunch the numbers



Negotiate

If you are trying to negotiate, there is always a chance they may say no. However, it's important to remember that the worst thing that can happen is that they simply decline your offer or request. So, don't be afraid to negotiate, because the outcome of not trying is the same as if they said no.

Survival

How much do you need to survive and how much time does it give you in your search? It is essential to know the minimum amount of money you need to cover your expenses to understand long that money will last during your job search.



Severance = time

Remember, severance isn't a lump sum of free money; it's a time continuum based on your life expenses. Severance pay is meant to help cover your living expenses during the time you are searching for a new job, rather than being a lottery win of a lump sum of cash. Individuals need to consider their financial needs and expenses during this period and plan accordingly to make the most of your severance pay.

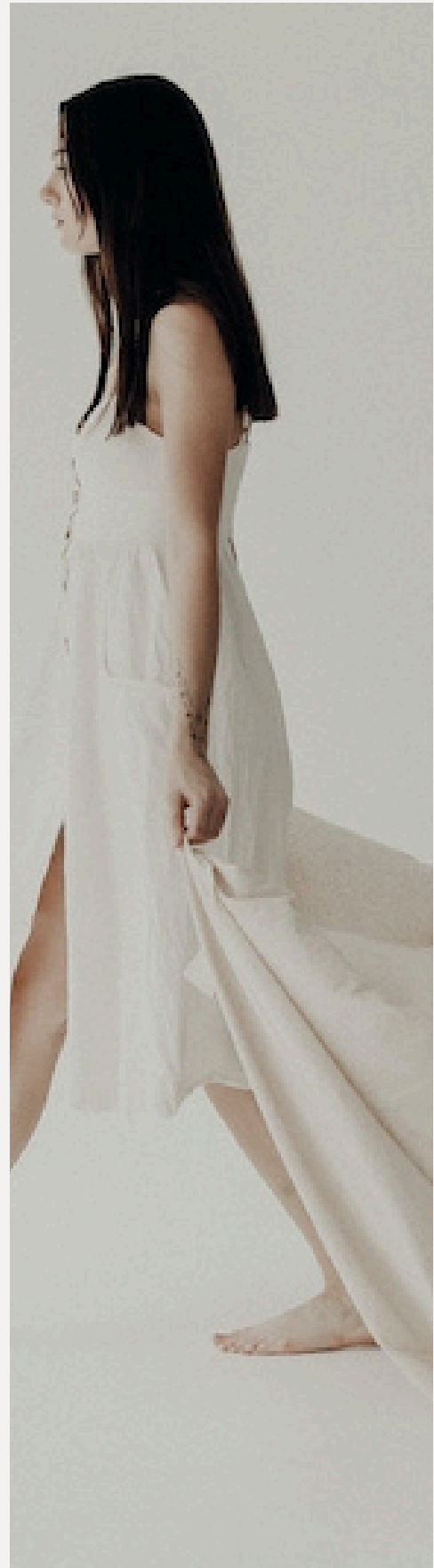


It's important to note these points will sit on the foundations of your existing money mindset and sense of value. For support around your finances, reach out to a licensed professional or public services to help you budget, calculate and plan for your financial future.

06

time to take action

43% of unemployed people reported having poor mental health in 2021. Get help if you are struggling, therapy or coaching. It's hard to be the spiffy version of yourself if you are worried about your basic needs, financial stability and keeping a roof over your



Your network is full of gold

There is no shame in needing support, and your network is an excellent place for it; not only is it the gateway to the hidden jobs market but also to relationships that can be supportive, insights that you can't google and a sense of community. Here's how to refresh your network in 3 steps:



01

IF YOU DON'T ASK, YOU DON'T GET

This is the time to DM, whatsapp and all other methods with a clear and concise ask.

02

KEEP IT SIMPLE

Don't overthink it; remove the shame, remember who you are and ask from that place.

03

SEND THE BAT-SIGNAL

The open to work status (private) vs the open to work ring (public) choice is yours, just do ONE!

Learn storytelling skills



Know your elevator pitch. Be able to articulate who you are, where you have been and where you are going in a positive professional way. Be positive in the interview when someone asks you about a time when you failed. Always put a positive perspective on the story.

An example of storytelling skills in a job interview could be when sharing your past work experience, framing it as a compelling narrative that showcases your skills and accomplishments.

For instance, instead of simply stating that you have experience managing a team, you could share a specific story about a time when you faced a challenging situation while managing a team and how you successfully resolved it by leveraging your leadership skills.

This can help make your experience more memorable and engaging for the interviewer and also demonstrate your ability to communicate effectively.

*Remember:
you have
nothing to lose
and everything
to gain.*

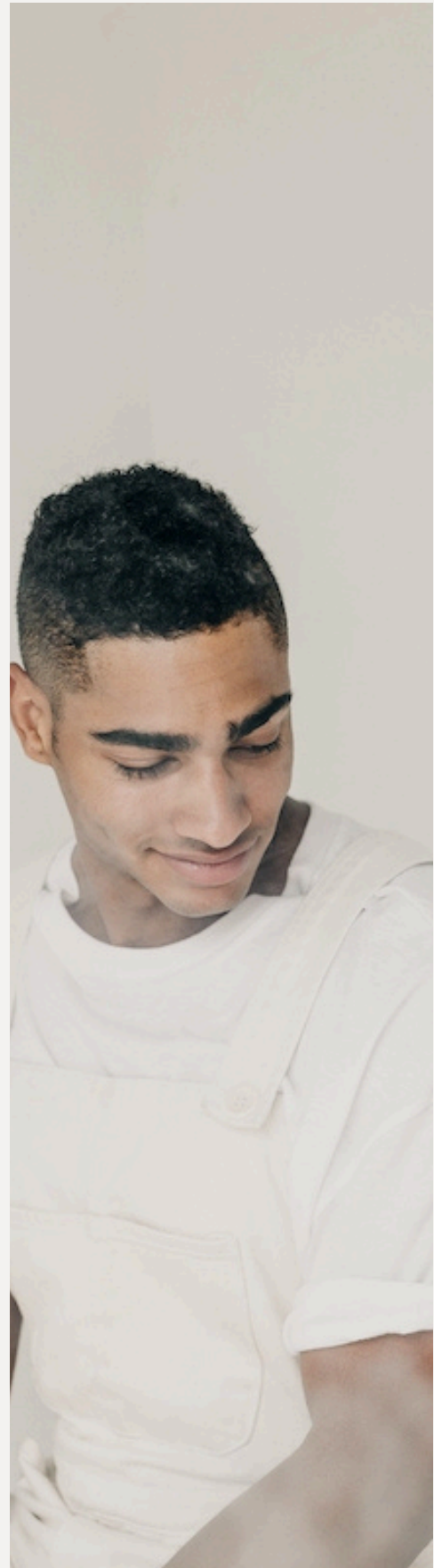
Here are 3 bold things you can do to find your next opportunity:

1. Video of who you are, what you bring to the table and what you're looking for and share as a post
2. Ask friends to re-share your post and engage with it
3. Attend networking events in your industry for your role or sector and tell folks you're looking (yes, jobs can be found in-person too #hiddenjobsmarket)

07

thank you, next

Use this as an opportunity to grow and explore the things you wouldn't have known are out there. Coping with this kind of unexpected career change will ultimately build your resilience and shift your career perspective for the better.



Gratitude turns what we have into
enough. It turns denial into *acceptance*,
chaos into order, confusion into
clarity...it makes sense of our past,
brings peace for today, and *creates a*
vision for tomorrow

—Melody Beattie

quick tips

01 *search & apply*

Don't ditch your dreams; look for specific roles instead of a generic search. Being laser-focused will be more helpful and less overwhelming.

02 *prep for interview*

Interview prep like a professional athlete prepares for a competition. Stay ready so you don't have to get ready.

03 *bring your CURIOSITY*

When they ask if you have questions, prepare them and ask! You'll never know otherwise i.e. hybrid working, leadership styles, why the heck the role exists in the first place.

04 *check out these resources*

- **Strategy** - Read Linchpin Book
 - **Preparation & skill** - Watch Kobe Bryant
 - **Resilience** - Watch The Defiant Ones
 - **Vulnerability** - Watch Brene Brown
-

05 *work with me*

- [Private Coaching](#) to dive deep on everything noted above so you can feel, filter and decide the steps to your future.
- [Book a workshop](#) for your impacted colleagues so they can be equipped to re-enter the job market.