ARA

Transition Plan Worksheet

Public Service Transition Program · November 2026

HOW TO USE THIS WORKSHEET

A transition plan puts your goal, your deadlines, your budget, and your next steps in one place. Fill it in once, keep it where you will see it, and update it every few weeks. You can type into the Word version or print the PDF.

Use it alongside the transition checklist for your track, which lists the deadlines most people need to confirm.

1. My goal

Check the destination you are working toward. If you are undecided, choose a date by which you will decide.

☐ A job with a private company

☐ A job with a nonprofit organization

☐ Independent consulting or contracting

☐ A business of my own

☐ More education or training first

☐ Undecided for now

Target roles, or my first client:

Date by which I will decide, if undecided:

2. Key dates

List each deadline and the office that can confirm it. The checklist for your track suggests the dates to look for.

DATE	WHAT HAPPENS OR IS DUE	OFFICE OR PERSON WHO CONFIRMS IT
	Last day of service or employment	
	Final leave or terminal leave begins	
	Current health coverage ends	
	Deadline to elect continued health coverage	
	Deadline to convert or continue life insurance	
	Retirement, pension, or savings plan elections due	
	Benefit claims to file	

3. Money

Estimate your monthly income and costs now, during the transition, and after you are settled.

ITEM	NOW	DURING THE TRANSITION	AFTER
Take-home income			
Housing			
Health coverage			
Insurance			
Debt payments			
Other essentials			
Savings			
Difference (income minus costs)			

Months of expenses my savings would cover:

4. People who can help

List mentors, former colleagues, and people working in the field you want. Aim to contact one or two people each week.

NAME	CONNECTION	HOW THEY COULD HELP	NEXT CONTACT DATE

5. Next 90 days

Break the plan into actions you can finish in a week or two.

TARGET DATE	ACTION	DONE

Where to get help

Other program materials. The Résumé and CV Guide, the interview guides, the worksheets and checklists, the Referral Guide, and the résumé and cover letter templates are available to download at library.agardresearchassociates.org/public-service-transition.

One-on-one help. If you would like one of the program's directors to read your materials and help you tailor them to the jobs you are applying for, request one-on-one help through the program page at agardresearchassociates.org/public-service-transition. Requests are reviewed on a rolling basis as volunteer time allows, and veterans are served first.

If you are in crisis or worried about someone, help is available at any hour. Veterans, service members, and their families can reach the Veterans Crisis Line by dialing 988 and pressing 1, or by texting 838255. Anyone can call or text 988 for the Suicide and Crisis Lifeline.

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