

Career Change / Job Loss: Advisor Checklist

A change in employment, whether planned or unexpected, can quickly create financial stress. Your role is to help the client regain a sense of control by focusing on immediate stability first. From there, you can guide them through their options while reinforcing that this moment is temporary and their long-term plan can remain intact.

What to Say:

- *"Let's focus first on making sure you're stable in the short term."*
- *"We'll walk through your options together so you can make decisions with clarity, not pressure."*
- *"This is a temporary moment. We'll keep your long-term plan in place while we navigate it."*

1. Immediate Financial Stability

- Review severance
- Confirm unemployment benefits
- Adjust budget
- Evaluate emergency fund

2. Benefits & Coverage

- Health insurance options
- Disability coverage
- Life insurance

3. Retirement Plan Decisions

- Rollover vs stay
- Avoid early withdrawals
- Maintain strategy

4. Cash Flow Strategy

- Prioritize essentials
- Reduce discretionary spending
- Plan income gaps

5. Forward Planning

- Align with future income
- Adjust savings temporarily
- Maintain long-term focus

This is a moment where your guidance helps clients avoid reactive decisions and regain a sense of control. Use this checklist to focus on what matters now while protecting their long-term financial direction.