

SECTION 4

An Accelerated Three Week (15 day) Transition Plan



About This Resource



The Human Side of Workplace Transitions was written by Liz Weaver, a former co-CEO of the Tamarack Institute for Community Engagement. Over her 15 years at Tamarack, Liz experienced many transitions in roles and responsibilities, ending with a final transition to retirement.

Published in collaboration with the Tamarack Institute, this guide helps employees navigate the logistical and emotional challenges of workplace transitions, whether you are moving to a new role, switching companies, or retiring from the work world.

This section introduces the three-week transition process, a shorter but structured approach that mirrors the 90-day model in condensed form. It is most relevant for employees outside of management roles or for situations where organizations require a quicker departure. Despite the shorter timeline, it still empowers individuals to actively shape and manage their transition. For even shorter timeframes, the guidance can be customized by focusing on the most essential elements to ensure both personal and organizational needs are met.

An Accelerated 3 Week (15 day) Transition Plan



The second type of transition explored in this resource is a three week transition process. Most organizations request at least two weeks notice, but this document provides a three-week plan which follows the pattern of the 90 day transition process. The shorter length of transition is often more applicable to employees who are not in a management stream or position. While the time frame is compacted, the process still provides individuals with an opportunity to own and manage their transition process.

The 3 week transition process is an accelerated approach for leaders and organizations. Many individuals and organizations often have a shorter timeframe to navigate the transition process and this section accommodates a shorter window.

There are cases where the timeframe for the transition process is even shorter than the three month or three week timeframes described in this resource. If your transition process is shorter, identify the elements in the transition process most relevant to you and focus on those. You can customize the approaches in this resource to accommodate your transition experience.



Not everyone will have the luxury of a three month (90 day (or longer)) off-boarding or transition process. Often, transition times are much shorter. Most employees are required to provide a minimum of two weeks notice to their organization when resigning a role. The time between the resignation and departure might be even shorter if the employee has accrued vacation days and/or lieu time. A shorter time frame requires a more focused approach to transition planning. Identify those elements which are most important to you during your transition process to focus your energy.

A shorter transition period can create risks to the organization if there is not sufficient time to transfer information and files. This can lead to broken relationships with partners and the inability of colleagues and team members to be updated and trained to effectively move projects forward. The organization should consider how to orient current staff and team members who are required to take on additional responsibilities post transition.

This section of the transition resource focuses on a shorter, three week transition timeline. It follows the same process as the three month (90 day) transition plan but recognizes that expected some deliverables will need to be adjusted or even deleted to accommodate the negotiated transition time frame.

We recommend that you visit section 1 in this resource and adapt the pre and post-transition planning into your process. Spending time considering your motivations, emotions, and managing the transition process is integral to a healthy and successful transition and offers you an opportunity to consider your own agency in addressing your needs and proactively shaping your future. Transitions from or within an organization provide a valuable opportunity for reflection and decision-making.



Week One – Announcement and Planning

Determine what can be accomplished over the next three weeks (21 days): The next three weeks (21 days including weekends) are a very compressed time for you and for the organization. One of the first actions is to consider what might be able to happen over the next three weeks (21 days). In some cases, the timeframe might be even shorter when vacation and other leave time is factored into the three-week schedule.

Even in a compacted schedule, build in time for personal reflection and planning to ensure the transition process is smooth. Key elements to consider in the transition process are the announcement, building a personal transition plan, taking care of yourself, having clarity about organizational expectations and commitments. Your expectations and the organization's expectations should form the basis of a shared transition agreement.

The first week is about announcing your departure, agreeing to transition expectations – yours and the organization's, and agreeing to a transition plan.

Announcement and Planning

Resignation or Transition Letter: Once a letter of resignation has been submitted to the organization or you have accepted a new role the transition process effectively begins. Engage in a conversation with your supervisor when you present your resignation letter. This is the opportunity to share your resignation plans, articulate your hopes for the transition process and the role you would like to play. In some situations, your resignation could be a surprise to your supervisor. Give them time to process the resignation letter and ask questions.

Your resignation or transition letter should signal a rationale, if appropriate, and indicate your hope for a positive process. It is important to leave an organization in a positive way. The letter might also include proposed transition dates and information about your future plans, if they can be shared.

The organization may initiate a conversation about remaining with the organization. In your pre-transition plan, you should consider this scenario. What would it take to remain with the organization? What promises were made to the new organization you are joining? If you decide to stay with your current organization, what agreements might be negotiated in your current or future role?

Consider your emotions during the transition process. Return to your pre-transition planning notes before making a final decision. Take the time necessary to make a decision which feels right for you.

The Formal Announcement

The formal announcement within or external to the organization is a pivotal point in the transition process. In many cases, you can ask to play a role in the public announcement and key messaging around your transition. Often there are conversations about timing of the resignation and potential role shifts during the transition process. You can ask questions about the public announcement and what contributions you might make to the public announcement. However, be prepared for playing a limited role in the formal announcement process, particularly during a shorter transition process. Consider how the public announcement will be shared and with whom. The public announcement might recognize your contributions. This is where your pre-transition planning effort could pay dividends.

Human Resources and Finance

Once you have shared your transition plans with your supervisor, you might be referred to human resources and the finance department within your organization. This department may play a role in formally accepting the resignation and supporting you through the transition process. Some organizations will have an off-boarding or transition protocol, while others will have an informal process.

If your organization does not have an off-boarding protocol, there are online resources which can be accessed to develop and building a shared transition plan. The following items are typical examples of off-boarding checklists. You might share this list with your organization if they do not have an off-boarding checklist.

- Agreement around last date of employment
- Agreement around process for accrued vacation or lieu days
- Notification of last date for accessing any work benefits programs
- Completion of termination paperwork
- Communication of the exit both internally and externally
- Completion of a handover document
- Collection of company assets
- May include laptop and other computer equipment, phone, ID/Access Card, uniform, company credit card, company vehicle, other assets
- Information to employee about uploading or deleting computer files and programs (particularly useful for remote employees)
- Deletion of access to software programs
- Arrangement of final payments and benefits
- Completion of the exit interview

- Process for gratitude and acknowledgement of the departing employee
- Collection of updated contact information for the employee
- Process to check in with remaining team members
- Initiation of a recruitment process
- Updating internal documents including the organizational chart,
- Updating external documents including organizational website and other online documents
- Again, your pre-transition planning and the reflections process are useful supports which can be used in negotiating and navigating the transition and offboarding process.

Your Personal Transition Plan

Review your pre-transition reflection notes prior to completing the table below. Consider what you learned through the resignation and announcement process. Spend time considering the parameters and boundaries around what you can do to support the transition and what you consider to be unreasonable or unrealistic. Complete the table below on your own. This exercise will be useful when you work with your organization to build a shared transition plan. In some cases, you may feel comfortable sharing all or parts of your personal transition plan document with your organization or your supervisor.

Agreement on Building a Transition Plan

The final step in the announcement phase is to secure agreement on jointly building a transition plan with the organization. This can be helpful to individuals who are navigating the next three weeks. A solid transition plan can also be helpful to the organization. The organization will be able to articulate their needs and desires to help both parties ensure an effective and successful transition. The following sections support the building of shared transition plan.

Questions	For myself	For the Organization
Hopes: What hopes do I have for the transition that I am planning?		
Fears: What fears do I have? For myself? For my current colleagues? For the organization?		
Goals: What goals am I setting? For myself? For my organization?		
Agreements: What agreements am I seeking? For myself? For the organization I am leaving.		

Self care – What will you need to navigate this transition time

Transitions can be exciting and scary at the same time. They mark an ending and also signal an opportunity for a new beginning. Consider how you might want to honour and acknowledge this for yourself. It is also important to build in the practice of self care into your transition process.

Write down the emotions that you are feeling right now about your transition process. Be as honest as you can be in expressing your emotions. You don't have to share these emotions with anyone but use them to acknowledge your current state. Each of the next three weeks will be different but no less challenging. Capture your emotions at regular points during the next three weeks by considering the following questions.

Today, I am feeling the following emotions about my transition	
This is what I will do to act on these feelings and emotions.	

Follow-Up Questions

- What do you need personally to navigate this transition time?
- What impact will this transition have on personal and work relationships?
- Who should be included in conversations about your transition?
- What coaching or other resources or supports can you access through the transition process?
- How do you build in reflection time?
- How will you navigate the grief of leaving and the hope of new beginnings?
- What else do you need to build a practice of self care?

Building the transition agreement – organization and you

The next step during this three week process is to build a shared transition agreement between you and the organization. Again, a word of caution, given the short time frame, the organization may not have the resources to fully engage in this process.

If the organization is willing to build a transition plan, it should include the following items:

- The hopes and fears expressed by each partner about the transition process
- The boundaries including time available to focus on the transition and time required to complete outstanding work
- A defined strategy for transferring work, experience and contact information from you to the organization
- Identified steps and check in points with key organization team members designed to keep the transition plan on track
- Your role or potential in supporting or onboarding the person hired to replace you on the team (if a replacement is identified within your departure timeframe)
- Any additional items that you and the organization agree are essential to ensure a successful transition

Sharing the plan with the team

In the three week transition process, the organization will probably take the lead in sharing the transition plan with team members. Sharing the transition plan will support team members to know more about the transition process and what they might expect out of this process. Team members might identify gaps in the planning process. Team members might provide support and engage with their colleague through the transition process.

Sharing the plan may not work for every organization or work team. However, an open and transparent transition plan can contribute to team engagement and address some of the hopes and fears of team members as they prepare to lose a team member.

Organization expectations and transition planning

In addition to developing a personal transition plan, the organization could be invited to develop their version of a transition plan. In this version, the organization should consider the impact of the transition on the team and on the organization as a whole. In addition, they could be invited to consider how they will or can support the individuals who are leaving or taking on a new role within the organization.

Filling in the table below will help the organization consider many of the aspects of the transition process and identify elements which they would hope and fears, boundaries, transfer tasks, steps to achieve plan, organizational supports (human resources, technology, etc.)

In the case of a shorter transition process, you may need to adjust your expectations around transition planning. In some cases, the organization may be navigating significant turnover of staff or experiencing a layoff process. Have a transparent conversation with your supervisor about what might be realistic around transition planning and the role of the organization.

Questions	For the Organization	For the team member leaving
Hopes: What hopes do we have for the transition process?		
Fears: What fears does the organization have for the transition process? How will the team be impacted?		
Goals: What goals should be set by the organization to manage this transition?		
Agreements: What agreements are non-negotiable? What agreements might be negotiable?	<ul style="list-style-type: none"> · Final work date · Vacation or lieu time accrued · Document current work · Agreed upon deadlines · Internal meeting and team participation · Off-boarding process – Organization-led · Transition notes for replacement (if required) 	<ul style="list-style-type: none"> · Final work date · Vacation or lieu time accrued · Document current work · Agreed upon deadlines · Internal meeting and team participation · Off-boarding process – Organization-led · Transition notes for replacement (if required)

Week Two – Documenting and transferring information

Documenting and transferring information and relationships

The second week of the off-boarding, transition process should focus on documenting and transferring work information and files to key colleagues in the organization. Depending on your length of time at the organization or your current role, this process may take time. How information is transferred should be included in the transition plan. Many organizations have a shared, online filing system which can accelerate the file transfer. However, you may want to review your files and ensure that private and personal information is deleted from the system.

Self care – checking in with yourself, dealing with grief, building hope and optimism

The excitement of announcing your transition has now passed. It is still important to check in with yourself and understand how you are feeling as you start your second week of your transition process.

Write down the emotions that you are feeling right now about your transition process. Be as honest as you can be in expressing your emotions. You don't have to share these emotions with anyone but use them to acknowledge your current state. For each week during the transition, capture your emotions and consider the following questions.

Today, I am feeling the following emotions about my transition	
This is what I will do to act on these feelings and emotions.	

Follow up questions

- How have your emotions shifted?
- Who can you turn to for advice and support?
- What are you looking forward to as you progress through this stage of the transition?
- What are your fears?
- What strategies do you need to put into place to manage your fears?

Based on these reflections, it is useful to revisit and update your personal planning document.

Documenting Current Work – contacts, status, resources, internal transfer recommendations

Leaving the organization well should be the goal. This often means documenting current work in a way that can be used by colleagues to continue to advance projects and support organizational partners. There is a commitment to the organization and to partners that should be maintained. You will need to manage expectations, both yours and the organizations, about what might be accomplished during a shorter transition process.

Even if the transition is negative, as a result of an organizational downsizing and/or shifting priorities, your priority should still be to leave positively. Leaving positively will preserve your personal professional relationships with colleagues and partners, will contribute to your own sense of professionalism and integrity and will ensure that you will benefit from the opportunity for reflection and insights about both your transition and contributions. At the end of the day, it will also reflect well on you as an employee and future employee.

Items to potentially include in documenting current work:

Assigned Work Projects

- Description, key partners, email or other contact information, current status as of (date), recommended next steps including who on the team might be able to maintain or complete the work project
- Agreed deadlines for completing projects or for the document of current work report

Anticipated Work Projects

- Description, key partners, email or other contact information, current status and information about timing and steps to advance the anticipated work project – this includes outstanding funding proposals, agreed services which have been scheduled, future meetings and partnerships in the early stage of development

External and internal committee support and leadership

- Description of the current status of the committee work, your contributions to the committee, recommendations for next steps

Personal Reflections about the Position and Organizations

- In preparation for the exit interview, take the time to consider and write down your personal reflections about the position and organization including positive opportunities encountered and challenges connected to the work

On-boarding document or package for replacement

- Discuss and confirm the role you will play in on boarding a replacement (if this happens within your leaving time frame)
- Include: work-related transition files, key contacts, and any recommendations which might support the replacement during their onboarding process

Internal team meetings – how and when to engage, when to step back

In a three week transition process, because of the shorter time frame, you might consider negotiating with the organization to withdraw from meetings which are not significant to your role. Getting agreement about participating in internal and team meeting should be included in your transition plan.

The organization is immersed in planning for your departure. This could include reviewing the position opening and/or possibly hiring your replacement. There may be opportunities to continue to engage in internal team meetings, but given the shifting priorities, there may also be an opportunity to step back. This could offer you more intentional time to complete outstanding work projects and to document current work as well as provide more time for self-reflection and self-care. It also begins the process of shifting focus toward the transition process.

The conversation around engagement is important and should be considered based on personal preference, availability and contribution to team and organization.

Developing/completing the off-boarding document for the organization

There are several examples of off-boarding or transition check lists which can be accessed online. Most off-boarding checklists have been developed to support the human resources department in the organization. All organizations should have an off-boarding document in place to ensure that both the individual experiencing the transition and the organization are able to manage the process effectively.

Technology hardware and software is particularly challenging during a transition process. An information sheet for the employee about technology, uploading and deleting files to a shared information system, and deleting access to shared programs including finance and human resources programs is essential. This information sheet will ensure a more seamless transition.

Typical off-boarding checklists contain the following elements

- Completion of termination paperwork
- Communication of the exit both internally and externally
- Completion of a handover document
- Collection of company assets
 - May include laptop and other computer equipment, phone, ID/Access Card, uniform, company credit card, company vehicle, other assets
- Information to employee about uploading or deleting computer files and programs (particularly useful for remote employees)
- Deletion of access to software programs
- Arrangement of final payments and benefits
- Completion of the exit interview
- Process for gratitude and acknowledgement of the departing employee
- Collection of updated contact information for the employee
- Process to check in with remaining team members
- Initiation of a recruitment process
- Updating internal documents including the organizational chart,
- Updating external documents including organizational website and other online documents

Given the number of transitions experienced by organizations, a transition checklist is an important and essential tool. It should be shared with the employee to ensure both parties are aware of the organizational expectations and requirements.

Internal meetings to navigate the transition process

During this second week of the transition process, several meetings should be organized and scheduled.

- Weekly meetings with your supervisor or human resources to review and adjust the transition plan
- Meeting with your supervisor or human resources to review the off-boarding checklist
- Scheduling the exit interview with your supervisor or human resources
- Meeting with supervisor or human resources to share and confirm work-related transition documents and files
- Meeting to confirm final transition requirements

Ensuring that key meetings are on the calendar is an important part of the transition process. Your supervisor or the organization may already be moving forward and may not focus on ensuring these meetings occur. Be proactive. These key meetings will contribute to the transition journey.

Week Three – Celebrating, Ending, Gratitude, Facing Forward

The final week will likely focus on celebrating, formal endings, expressing gratitude and the process of facing forward. This is the time to both revisit and complete the transition plan. Reviewing and revising the transition plan may reveal elements to add to the transition plan or ones that no longer are relevant.

Self care – preparing for the final steps in the transition, letting go, and facing forward

This is a week of mixed emotions. Even though there is excitement about the next step, there might also be sadness about leaving an organization where you have made contributions and alliances. Again, it is important to consider your emotions as you transition through this final week with the organization.

Write down the emotions that you are feeling right now about your transition process. Be as honest as you can be in expressing your emotions. You don't have to share these emotions with anyone but use them to acknowledge your current state. Continue to capture your emotions and consider the following questions.

Today, I am feeling the following emotions about my transition process.	
This is what I think I need to care for myself right now	
This is what I will do to act on these feelings and emotions.	

Prepping for and participating in the exit interview

Many organizations have formal exit interview processes. The exit interview provides the organization an opportunity to understand the reason for departure. It also provides the individual with an opportunity to reflect on and share their contributions to the organization. This shared reflection process is useful for both parties. The exit interview process should also include a review of the transition plan and confirm final transition documents and processes.

Indeed, a recruitment website, identified the following questions to be included in an exit interview process.

- 1.What prompted you to begin searching for another opportunity?
- 2.Do you feel your manager gave you what you needed to succeed?
- 3.What did you like best and least about your job?
- 4.How do you think your job has changed since you were hired?
- 5.Did you feel your achievements were recognized throughout your employment?
- 6.What suggestions do you have for the company? How could we improve?
- 7.Is there anything that you would have changed your mind about leaving?
- 8.Would you recommend this company to a friend? Why or why not?

Acknowledging contributions and celebration of your work

The final week will be an opportunity to acknowledge contributions and celebrate with internal and external partners. Consider how these acknowledgements and celebrations might happen and who might be involved. Be proactive and reach out to colleagues to thank them for their partnership during your time with the organization. Acknowledge how they have helped you or contributed to your success.

If you are reaching out to external colleagues, let the organization know. The organization may also have a relationship with external partners and colleagues, and this can deepen or strengthen the relationship. The message should be positive and supportive of the organization and the journey that you have been on together.

Connecting and thanking team members, key allies, contacts, collaborators, volunteers

Gratitude is the gift that you can give others. Our work requires us showing up as a whole person which includes our strengths, weaknesses, and emotions. Team members, allies, and collaborators have helped you be successful and have contributed to your employment journey.

Gratitude is a reciprocal gift. Hearing from your colleagues and partners about the contributions you have made to the organization reinforces how you think about yourself and your role.

Take the time to connect and thank individuals who have provided support while employed at the organization. Make a list of names and think about the specific contribution of each individual. Personalizing your gratitude will make it more meaningful and will provide you with an opportunity to deepen and strengthen the relationship and connection.

We often fail to acknowledge that our personal success is tied to the encouragement and support of others. Spending time considering who and how you are grateful, will be affirming and enriching.

A short (three week) transition process may not allow time for acknowledgement and celebration. Some of the acknowledgement and gratitude might take place once you have left the workplace. Remember to acknowledge those who were important to you.

Technology and tools transfer

In most roles, employees have access to a range of technology tools. Organizations and employers will protect themselves by ending the access to technology hardware and software once you have completed their time with the organization. This is a risk management and confidentiality strategy for both the organization and the individual. However, uncoupling from software programs can be challenging.

During the final week, build a shared approach with the organization around technology transfer including the following:

- Confirm end date where you have access to technology – hardware and software
- Add work-related files to a shared or cloud-based platform
- Confirm to whom and how you transfer technology to the organization
- Establish a personal external contact email which you might want to share with colleagues and partners
- Change emails and passwords to work/personal organizations where appropriate – this might include travel services, work related newsletters that you want to continue to receive, etc.

Facing forward

While the week in the transition process is often spent reflecting and considering your contributions, it is also a time to begin to face forward. Some of you will have had a more negative transition process and felt alone and isolated. Others are looking forward to their new role in another organization, retirement or a sabbatical. In all cases, facing forward and turning toward the new is essential.

Here are some final steps to complete the transition and enable the ability to face forward.

Complete the transition plan: A completed transition plan will ensure that there are no obligations which keep you tied to the organization. This completed plan will also support the organization and your colleagues to move forward in an effective way. Make sure you hand your completed transition plan to either your supervisor or human resources in the organization and celebrate this accomplishment.

Revisit your hopes and expectations for the future:

Over the past three weeks self care and reflection have been essential elements in the transition process. Revisit the hopes and expectation that you wrote down. How have these shifted and changed? What else might you add to this list? Where might you seek supports?

Engage in self care and reflection: The three week transition process has likely been a mix of reflection, planning, documentation and emotions. Fear and curiosity are two emotions that seem to be at the polar opposite sides of the journey. And yet, fear and curiosity can take us toward anticipation and the future. Take the time for self care throughout this transition journey. You are not alone. There are colleagues in your network who are on similar journeys or trusted allies who will support you and be there for counsel and advice.

Final Thoughts & Reflections

This resource emerged from my reflections about my recent transition from the Co-CEO of Tamarack, where I had worked for fifteen years. It has also been shaped by the input and insights of many individuals who have also recently navigated their own employment transition process or are currently in one of the stages of employment transition. I am grateful to them for their suggestions, enthusiasm, and for their contributions. The conversations we had have affirmed that this is a resource that is both timely and helpful.

While each employment transition journey is unique, they all share common patterns that highlight opportunities to maximize opportunities and minimize the challenges that often emerge during these times, and can be navigated more effectively with the benefit of can be more effectively navigated with thoughtful reflection and planning. The intention of this resource is to provide you with tools, approaches, and resources that will help to make the employment transition journey easier and increase the likelihood that it will offer better outcomes for both employees and organizations alike.

Workplace transitions require courage and honesty as you navigate some of the more challenging reflection questions. Transitions are often uncomfortable because they require that we navigate the space between what is known about our current employment role and what is unknown and untested in our future. This resource offers a roadmap to guide your transition journey in ways that builds resilience by offering practical suggestions designed to help us to manage the current and be proactive about the future while ensuring that our employment transitions occur on the best possible terms.

The exercises and questions which invite reflection on your unique contributions and skills are important for both the organization you are leaving and for you as they help to inform and clarify your future ambitions. The intentional focus on self-reflection, combined with connecting to trusted allies supports you to navigate the grief and loss you might feel during the employment transition process.

I learned many lessons during my employment transition as a senior leader at Tamarack. I anticipated, and was also surprised by, how difficult it was to manage my emotions at times. It has also left me with a deeper appreciation that emotions are real and a natural part of the process. I had trusted allies that I turned to who helped me think through what I was feeling and provided sound advice and direction. Employment transitions can be challenging and difficult, but they also provide us with a time to reflect, renew and re-engage.

I wish you well on your transition journey. Let me know what you liked or what you might change about this resource. Your employment transition experience will help others in their journey.

Liz Weaver

Are you involved in a workplace transition? Are you seeking additional support and guidance?

Over the past several years, I have provided coaching services and supports to individuals navigating their workplace transition journey. Connect with me to discuss your transition, by emailing me at lizcweaver@outlook.com. We will discuss your workplace transition and develop a solution and path that is personal and customized.

Gratitude and Acknowledgement

The following individuals contributed to the development of this resource. I am grateful for their wisdom.

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Additional Transition Resources

There are many online resources designed to support individuals through a transition process. Below is a selection of resources that might be helpful to your transition journey.

On-boarding Resources:

- Indeed: [New Hire Onboarding Checklist](#)
- Harvard Business Review: [A Guide to Onboarding New Hires \(For First Time Managers\)](#)
- SHRM: [New Hire Integration: Start Here when Onboarding a New Employee](#)
- RUNN – [The first 90 days – Summary and Tips for \(New\) Leaders](#)

Off-boarding Resources:

- Bamboo HR: [3 Offboarding Best Practices every HR Expert should Know for 2025](#)
- Academy to Innovate HR: [Offboarding Employees: A nine-step process](#)
- ADP: [Offboarding](#)

Reflection Questions Resources:

- Harvard University: [10 Coaching Questions that Work in any Conversation](#)
- Bite Size Learning: [101 coaching questions to ask your team members](#)
- On Strategy: [Leading Questions: 10 examples and 5 powerful benefits](#)

Navigating Emotions Resources:

- LinkedIn: [A Compassionate Guide to Navigating your Emotions, Especially during darker days](#)
- Calm: [The Feelings Wheel: Unlock the power of your emotions](#)

Managing Change Resources:

- Harvard Business Review: [Managing yourself: 5 ways to bungle a job change](#)
- Indeed: [7 steps for how to decide whether to change jobs](#)
- Better Up: [7 things to consider when changing jobs](#)

Executive Transition Resources:

- Bridgespan: [Nonprofit CEO Transitions Resource Centre](#)
- Harvard Business Review: [Learn to get better at Transitions](#)
- Stanford Social Innovation Review: [The Five Stages of Founder Transitions](#)
- Stanford Social Innovation Review: [Making Founder Succession Work](#)