

Your Checklist: Managing Endings Well

- ☐ **Acknowledge the loss:** Recognize and name what you're leaving behind.
- ☐ **Reflect before reacting:** Pause to process emotions before rushing into "what's next".
- ☐ **Honor the contribution:** Celebrate your impact, relationships, and growth from this chapter.
- ☐ **Capture learnings:** Document key lessons, successes, and insights for future reference.
- ☐ **Update your narrative:** Reframe your story—question failure or blame-based narratives.
- ☐ **Preserve key relationships:** Stay connected with people who matter for support, referrals, and continuity.
- ☐ **Prepare practically:** Ensure contracts, entitlements and logistics are properly wrapped up.
- ☐ **Let go of what no longer serves:** Release roles, habits or beliefs that aren't needed for the next chapter.