

FIRST 24 HOURS AFTER A LAYOFF

ONE-PAGE ORGANIZER

Preparedness. Not panic. | Gather. Record. Ask. Verify.



You do not have to solve everything today. Capture what you have, what you need to verify, and what comes next. Keep sensitive personal information secure.

1 WHAT I RECEIVED

- ☐ Separation / termination notice
- ☐ Final pay information
- ☐ Benefits information
- ☐ Severance information
- ☐ Retirement / 401(k) information
- ☐ Property-return instructions
- ☐ HR / payroll contact information
- ☐ Other: _____

2 WHAT I STILL NEED TO FIND OR ASK FOR

3 IMPORTANT DATES FROM MY PAPERWORK

DATE	WHAT IT RELATES TO	SOURCE	VERIFIED?
			☐
			☐
			☐

4 PEOPLE I MAY NEED TO CONTACT

NAME / DEPT	REASON	CONTACT

5 QUESTIONS I DON'T WANT TO FORGET

- ☐ _____
- ☐ _____
- ☐ _____

6 PERSONAL BACKUP CHECK

Only keep information or files you are permitted to retain.

- ☐ Personal contacts I may keep
- ☐ Personal documents on employer devices
- ☐ Personal calendar information
- ☐ Permitted accomplishments / records
- ☐ Other: _____

7 ONE THING TO CAPTURE BEFORE I FORGET

A project, result, responsibility, skill, or win you may want later.

TODAY'S GOAL

A good first day can simply mean: paperwork gathered, important dates recorded, questions captured, contacts started, personal information protected, and one accomplishment saved before you forget it.

You can control what you organize next.

IMPORTANT: This organizer is for personal organization only. It does not provide legal, tax, HR, benefits, insurance, severance, unemployment, or financial advice. Verify deadlines, eligibility, and decisions with your documents, official sources, or an appropriate qualified professional.