



By: Jennifer Kumar, Owner and Program Director

Directions answer all the questions to you best ability. Use a separate form to answer the questions.

Date I plan to leave my current residence:

Where I plan to move to:

Delivering the news:

Name all the people to deliver the news to:

Divide these names into groups:

- Who I want to meet individually to tell in person:
- Who I want to meet in small groups in person to tell:
- Who do I want to tell over the phone?
- Who do I want to tell by e-mail?
- Will I announce my move on any website, social networking site or blog?
- If it will be announced on the internet publicly, who NEEDS to know from me DIRECTLY before I post it online?



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Ask Myself These Questions about Each Person to help 'rank':

- How important is it that I tell that person before anyone else does?
- How important is it that I experience HIS or HER reaction first?
- Who knows who? Do I want to tell the people who know each other at the same time?
- If I tell one person and the other person doesn't know how would I feel if the person who isn't present doesn't hear it from me?
- Who are the most important people that have to be told in person?
- Where is the best place to meet each person?
- How will affect my relationship with this person if I am NOT able to tell them in person?

The bottom line is to examine my own residual emotions if I do or don't tell the person in person and they find out from me or someone else.

Time Frames:

- What is the date today?
- What date are we moving?
- What date do I want to start giving out the news?
- What date do I want to stop giving out the news?
- How many days before I leave do I want to have completed giving out the news?



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After noting all the above:

- Take out a calendar and plot days that are suitable for meeting particular people.
- Rehearse different 'invitations' for each person I want to tell in person.
- Rehearse phone calls and other verbal messages.
- Write up drafts of e-mails that go to different people. Have them ready for delivery dates.

Start the process of saying good-bye.

Note feelings and thoughts along the way. Share my experiences with others.

This resource is provided FREE by Authentic Journeys Cross-Cultural Coaching. If you would like to use this worksheet with the help of the creator, a coach, contact Jennifer Kumar at authenticjourneys@gmail.com to schedule a coaching sessions. See her website at <http://authenticjourneys.info> for more information about her services.

Thank you for using this cross-cultural transition worksheet.

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