



WORKBOOK

HOW TO QUIT GRACEFULLY

(without being a jerk or awkward or emotional)



UNCOMPANY

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LET'S GET STARTED

HOW TO USE THIS WORKBOOK//

All of us have been in the place where we want to yell "TAKE THIS JOB AND SHOVE IT!" But those emotional moments are not the best times to quit. This worksheet will help you examine your motivations, identify an exit plan, and prepare for your "quitting" conversation.

Leaving your job doesn't have to mean burning down the bridge in a fit of desk-flipping rage. You don't have to make "bad guys" or "victims" unless there are some. You can simply stand-up and say "Yeah, it's time to move on to my next thing. " That is an entirely valid reason. Leaving a job could mean you are stepping into the "best job" for you and leaving your previous job open for the next persons "best job."

GOAL OF THIS WORKBOOK//

1	Identify your motivation behind your desire to quit.
2	Make a exit plan including: your finances, potential next step and buy-in from partners.
3	Have a plan in place for your "quitting" conversation and assessment of potential outcomes.

1 MOTIVATION CHECK//

WHY DO YOU WANT TO QUIT?

Think these through and add to this list. The goal of this is to force you to really examine your motivation and to make sure it's not all emotion.

WHAT AM I NOT GETTING CURRENTLY THAT WOULD MAKE ME HAPPY IN THIS JOB?

IS IT POSSIBLE TO GET THOSE THINGS HERE OR TO ASK TO BE PROMOTED INTO A POSITION THAT WOULD ALLOW FOR THOSE THINGS?

IF NOT POSSIBLE THEN WHAT ARE THE BOTTLENECKS THAT WOULD NOT ALLOW FOR ME TO BE HAPPY IN THIS JOB?

MOTIVATION CHECK//

AM I CURRENTLY FEELING ANY OF THE FOLLOWING:

- BELITTLED OR DISMISSED
- SILOED
- CULTURALLY A POOR FIT FOR THE ENVIRONMENT
- UNDERPAID
- OVERWORKED
- UNCHALLENGED OR BORED
- UNINTERESTED IN THE CORE RESPONSIBILITIES OF MY ROLE
- DISCRIMINATED
- HELD BACK
- OTHER _____

MOTIVATION CHECK//

WHY DO YOU WANT TO QUIT?

Think these through and add to this list. The goal of this is to force you to really examine your motivation and to make sure it's not all emotion.

IS IT POSSIBLE FOR ME TO CHANGE OR ADDRESS ANY OF THE ABOVE TO LEADERSHIP?

YES NO IF YES, WHO? _____

WHAT IS MY IDEAL DAY/JOB/SALARY?

[Link to Uncompany Ideal Day Worksheet »](#)

DOES THIS CURRENT JOB ALLOW FOR MY IDEAL DAY/JOB/SALARY?

After you ask yourself some of these questions you will have a clearer picture of where the disconnects are, why you might be feeling frustrated and if there is opportunity in this current role to change your circumstances.

Remember you can't change how others behave, you can only control how you behave when faced with challenges or challenging situations

MY PLAN IS TO:

QUIT STAY TRY TO CHANGE MY CURRENT ROLE

2 EXIT STRATEGY//

WHAT IS YOUR PLAN?

“Failing to plan - is planning to fail.” Good quote. The best way to plan on quitting is to construct an exit plan. Here are a few steps below to get you started.

1. Make sure you did the “Checking your motivation” step.
2. What do you want to do next? Do you want to find another job? Do you want to start your own business? Do you want to take some time off?
3. Talk with your significant other and determine a financial plan. This usually means looking at budget and income. Depending on what you want to do next will determine how much you should plan for. If you want some time off you'll want to account for that loss of income + time it takes for you to find another job. If you want to start a freelance business you'll want to account for ramp up time and difference in income based on work and clients. If you want to pursue a new job then you'll want to start talking to recruiters and looking at the market to see salary goals.
4. With your next step and budget in place, give yourself some goals to work on. If you are pursuing freelance start moonlighting while you are still working to allow a natural bridge from quitting to work. If you are looking for a new job work on your resume and start talking to recruiters or hiring managers. If you want a break book you an Air BnB and check out some good books.
5. Put this plan in a spreadsheet and do a risk assessment if your plan might encounter some adjusting. Maybe it takes you a little longer to get ramped up with client work. What happens if your current company counters? Put all this thinking and planning into a document that you can look at, crunch numbers on and share with your partner.

[LINK TO IDEAL DAY WORKSHEET »](#)

[LINK TO BUDGET WORKSHEET »](#)

[LINK TO RISK ASSESSMENT WORKSHEET »](#)

3 GRACIOUSLY EXIT AND DON'T LOOK BACK//

WHAT IS YOUR PLAN?

I really hate difficult conversations. But they are part of life and part of work. The best way to have them is to be prepared. Practice it and set a desired outcome. Then get in there and do it.

1. WHAT IS YOUR GOAL WITH THIS CONVERSATION?

Think through this one. Think ideally this would happen and my goal would be to let them know I appreciated my time here but I've decided to pursue other things. (Remember you don't need to explain things to them in full detail and do your best not to get emotional).

2. WHAT ARE SOME POSSIBLE OUTCOMES AND HOW CAN YOU PREPARE FOR THEM?

Write these out and how you would respond. What if they counter? Is there a number or option that would make me reconsider? What if they get angry and start to get combative? What do I do if I get emotional and need to collect myself?

3. WHAT INFORMATION DO I WANT TO SHARE WITH THEM AND WHAT DO THEY NOT NEED TO HEAR?

Perhaps there are certain behaviors or policies that are a reason for you leaving. It would be important to share these things in the hopes it might help a future employee. It's hard as a boss to hear these things but a good boss would take that feedback and apply it to strengthen the company. What do they not need to hear? What you are doing in the future...What your husband has to say about them...What Dan in accounting said about so and so last week. Keep the gossip and bridge burning at a minimum. It's a small world and always best to leave on a positive note whenever possible.

4. BE PREPARED TO HAVE EVERYTHING READY TO HAND OVER QUICKLY.

Some companies are very immediate when they uncover someone leaving with removing you from all passwords, servers and equipment. Make sure you have your files copied over and your things ready to jump if they say "bye".

5. CLOSE THE DOOR AND DON'T LOOK BACK.

This one can be hard and you will still have friends who work there, but don't live in the past. When you step forward don't keep comparing your current self or job to your previous. If you hear that things are rosy and everyone got 20% pay increases after you left just nod and move on. You can't go backward, only forward.

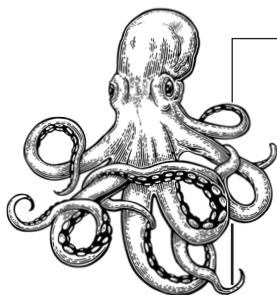
Quitting is hard but it can be the best next step in your life. To open a new door you have to close an old one. It's not a failure or mistake, it's a new page turning. Hesitate to make your previous boss or company the bad guy or look for an excuse as to why you are quitting. You can simply quit because it's time to move on. That's a great reason for a new thing.

EXIT CHECKLIST//

Before you have the “exit” conversation make sure you have planned for the things below.

I HAVE DONE THE FOLLOWING:

- EXECUTED THE “CHECK YOUR MOTIVATION” STEP
- EXECUTED THE “PLAN AN EXIT STRATEGY” STEP
- PREPARED FOR MY CONVERSATION AND IT’S CONTINGENCIES
- CLEANED OFF MY COMPUTER/FILES/EMAILS/DESK OF WHAT I NEED
- TAKEN SEVERAL DEEP BREATHERS
- RECOGNIZED THAT QUITTING ISN’T A FAILURE BUT THE FIRST STEP
IN MY NEXT BIG THING



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Congratulations on your next step. We hope you'll continue to work with us and our community at Uncompany. Let's make unconventional working more workable .

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