

The Quit Your Job Handbook

Your ultimate guide to breaking out of “job jail” to pursue your own purpose, passion, and prosperity



Table of Contents

Are You Ready to Call it Quits?	3
7 Signs That It's Time to Quit Your Job	4
Finding the Courage to Quit Your Job	6
Working Toward a "Quit Your Job" Timeline	7
How to Quit Your Job – With Class	10
13 Ways to Live Out Your Dreams Until You Quit Your Job	12
A Final Word	14



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Are You Ready to Call it Quits?

You may think that you're ready to quit your steady (but boring) job and find something new, or maybe even strike out on your own as an entrepreneur, but the reality of the situation may be a bit daunting. Will you make enough money to support your family and pay your bills? And, what about health insurance? Is your business idea one that will work or will it be a constant struggle for success? Are your skills up-to-par for your next position?

These are some of the questions that you'll need to ask yourself before you make the break from your current employment situation. It won't be an overnight decision, but a well-planned, well-thought-out journey that will eventually get you where you want to be – successfully.

The reality is that many people just aren't cut out to be entrepreneurs. They love the security of a paycheck and don't have to take responsibility for the overall success of a company. They're only responsible for one part of the equation and the buck doesn't stop with them.

It's imperative that you formulate a plan of action and have your ducks in a row before you turn in that letter of resignation. Otherwise, the aftershocks of quitting your job can be devastating.

What you don't want when you quit your job is doubt and fear. You should begin your new journey with clear focus and maybe even a financial nest egg that can see you through the tough times that are sure to occur.

Whether you've made the decision to quit your job or are still unsure, there are some signs that will help you make the final call and know whether or not you're ready. Read on to discover some of the key identifiers that may help you make the best possible decision.

7 Signs That It's Time to Quit Your Job

Everyone who works has a bad day once in a while. But, if it's becoming more and more difficult to gather up the "courage" to face another day at the job, it may be time to pack up and move on.

Here are seven signs that your job is causing more stress than happiness, and that life-changing decisions need to be made.

1. **There's no passion in your job.** When you're bored and uninspired with what you do for most of the day, it's probably time to think about changing the scenario. That may mean simply updating your resume and changing jobs – or really making a life change and building a business of your own.
2. **Constant stress and negativity at work.** Chronic stress will ultimately impact your physical health and happiness. When you're unhappy and not challenged at work, it could be a sign that it's time for you to move on.
3. **The work culture you're in isn't working for you.** Whether you're in a repetitious factory job or a corporate office, you should be able to fit in and enjoy the people AND the work you're doing. There may be ethical and moral differences between you and the company you work for that make you uncomfortable in your present situation.
4. **Your personal life is suffering because of your work life.** If you've been spending more and more time at work, and less time with your family, it's time to either look for another job or figure out how to use your skills in a way that will give you time to nurture your family and your own life simultaneously.

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5. **Your skills aren't being recognized or tapped.** It's extremely demeaning to know you have talents and that your current job or boss isn't taking advantage of them. You may continuously be passed for promotions or big projects where you could really make your mark. If you're wasting your true potential sidelined in a "job," it's time to find a new opportunity that will let your talents shine.

6. **Your job hours/duties have grown, but your pay remains the same.** If your company continues to grow and is performing well, but that's not being reflected in your paycheck (or other perks) – maybe it's time for you to go somewhere that you will be appreciated rather than taken advantage of.

7. **You're not as productive as you once were.** Under-performance at work is usually a sign that you're unhappy, and that something needs to happen in order to help you find your passion again. You may have outgrown your current job and now you're ready to take on new challenges – or you may be tired and bored with the present situation. Take steps now to find your true passion and allow your dreams to begin to come true.

Even though ALL of these signs may not be prevalent in your situation, you may be convinced that it's time to make a change in your life's work. This urge to do something different becomes especially obvious when your job doesn't fit with your passions - what you love to do.

Rather than complaining about the situation and keeping yourself in constant denial that "the job really isn't that bad", because it pays well and others would say you'd be a fool to leave it – think about changing your situation. Making a move to something new and different may be difficult, but if you change your life for the positive, it will be well worth thinking seriously about.

Finding the Courage to Quit Your Job

Any huge life decision requires a lot of courage. When you got married, it took a lot of courage to make that walk down the aisle and make a life-long commitment. Legendary boxer, Muhammed Ali once said, "He who is not courageous enough to take risks will accomplish nothing in life".

A job gives you a certain amount of security – to pay your bills, put food on the table and provide a paycheck that meets most of your needs. It's hard to gather up the courage to give that up, whether you're looking elsewhere for employment or becoming your own boss. These both require courage and passion.

Even if you have the passion, you may lack the courage to actually take the leap and venture out. But some planning and assessing may help you develop that courage and make the transition smoother when you do make the leap. Here are some ways to find that elusive courage:

- **Calm your fears.** Think about your fears of quitting your job. While the thought is incredibly liberating, the path to freedom can be unnerving. Learn ways to keep the paralyzing fear from controlling you. It may be meditation, exercise, or just pure research and knowledge which can put you in your comfort zone. Understand WHY you want this, and you might even calm your fears once and for all.
- **Celebrate your accomplishments.** Celebrate both the small and the large ones by savoring them in any way that's viable for you. The momentum you create with these small, but necessary celebrations will carry you on to the larger accomplishments and the completion of your dreams.


- **Surround yourself with positivity.** Friends and family who are supportive of your journey to find something new – or to follow a dream that’s off the grid – can be extremely instrumental in helping you reach your career or entrepreneurial goals.
- **Visualize.** Make the visualization of your dreams and goals a daily function of your brain. Your mind has the power to give you the courage you need to accomplish virtually anything. But, the brain has to have something to work with. Use story boards, immerse yourself in positive thinking about what your future will be, or anything else possible to keep your dreams alive. See that picture of success in your mind (and keep it there) until you reach that success.

The only way you’re going to achieve all you dream of is to keep moving forward – from one goal and one achievement to the next. Know ahead of time that it won’t be easy, but as former U.S. President, Theodore Roosevelt, once said, “It is hard to fail, but it is worse never to have tried to succeed.”

Working Toward a “Quit Your Job” Timeline

Don’t quit your job right away! Think first, and set detailed goals for yourself of what will make you happiest and that will be the best long-term decision for yourself and/or your family.

After you have set your goals, take the time to set timelines for each of those goals. For example, you may have a goal of saving “X” amount of money, over a certain amount of time, so you’ll have savings to fund your life when you make your exit.



There are certain elements that should be a part of all “Quit Your Job” plans, whether you’re simply changing jobs, shifting your career, or striking out on your own as an entrepreneur to become your own boss and run your own business. Here are a few essential elements that should be included in your game plan:

- **Keep your plans for leaving the job to yourself.** While it’s important to figure out how to best leave your job with the least impact on yourself and the company you’re leaving – you’ve also got to ensure that your boss doesn’t hear about your impending exit through the “grapevine.” If the “powers that be” think you’re not putting your entire focus on the job you’re supposed to be doing, you may be exiting sooner than you had planned.
- **Look at the risk factors.** There are pros and cons to consider when leaving your job. Can you get by without a paycheck for a certain (pre-determined amount of time) without causing stress on your budget? Do you have an office space ready for your own business? Confronting challenges and risks beforehand can ensure a smoother exit when you do leave.
- **Change your thought process.** Your inner dialogue is important when you’re planning a job exit. You might be worried about the uncertainty of the future you’re facing – or you may find it difficult to do your job after you’ve made the decision to leave. It’s important to keep positive and plan how you’re going to meet every challenge. You should also strive to keep learning in your present position, if that’s possible.

- **Change your attitude.** Now that you've made the decision to leave your job, you no longer have to feel like a bird in a cage – longing to fly, but trapped. Begin to see yourself as a person with a plan rather than a victim or prisoner. Improve your morale by thinking of and planning your escape.
- **Never burn bridges.** That's the golden rule when planning to quit your job. If you walk off the job in dramatic fashion, without a plan and over a dispute that could have been talked through – you're burning bridges that might never be repaired. This type of action will come back to haunt you. Be a professional the entire time you have the job – you may need a recommendation in the future.

The last thing you should plan before you quit your job is the “backup plan.” Even the best laid plans go south, and must be changed. Find the best solutions to the problems you're encountering. Even when it feels like a failure – it's really an opportunity to find out what will be successful.

How to Quit Your Job – With Class

You've heard the stories – and you may have even witnessed a few – those “I quit the job” exit dramas. Like when the server poured ice water in an obnoxious diner's lap – or someone stormed out of the office in anger after cursing out the boss. You may have even rehearsed your dramatic job exit in the mirror or at least in your mind.

Hopefully, those thoughts are simply fantasies and you can find a better – classier – way to leave your job. Here are some ways to leave your job with class and keep your professionalism AND your integrity intact:

- **Give notice.** Offering a fair amount of notice, rather than leaving your company in a bind, is the professional way to leave a job. During this transitional time, your management can assess the situation and you'll be able to exit with dignity.
- **Give your notice in person, if possible.** It may not be possible to meet with your boss in person, so email can be a good alternative. But, in most companies, you can find time for a brief meeting (or even lunch) with a supervisor.
- **Don't over-explain.** It's not necessary to explain all the details of why you're resigning your position. You may want to provide more details to close co-workers and friends afterwards, but overall it's not very professional to give all the details of your departure. If you are asked to complete an exit interview, then your feedback would be more appropriate.

- **Don't discuss your job exit on social media.** It might be tempting to take your workplace discontent to Facebook or Twitter, but it may hurt your professional persona if you do. Don't be your own worst enemy.
- **Have a plan just in case you face an un-professional response.** Sometimes your co-workers (and bosses) may not be happy with your decision to quit the job. Leave no stone unturned when it comes to leaving the job with politeness and forethought. You'll be glad you did.
- **Leave a job with a strong performance.** Never leave a company or job with unfinished business. If you can, provide an overview of your current responsibilities that will be constructive for hiring your replacement. Never bash the job OR the company, but try to find the best qualities of it and mention some things that could be improved.

No matter how anxious you are to break out on your own and see your current job in your rear view mirror, give the company and your current boss your undivided attention and expertise until the end. It may even mean that you stay longer than intended. But it will leave a good impression and you'll be seen as the professional you are.

Now, it's time to make your joyful exit! Leave your job on a high note that includes providing the proper notice and fulfilling your job requirements before you walk out the door.

While you may see the job you're leaving as a proverbial noose around your neck, try to see some good points, too. You may have learned essential skills or management issues that will help you in a future position or prepare you for starting your own business, and making it successful.

Take pride in what you've accomplished thus far and look forward to the future with excitement and courage.

13 Ways to Live Out Your Dreams Until You Quit Your Job

So you've decided you're just not ready to quit? No worries! There's no need to be envious of us risk-takers who drop it all to start a sheep farm in Montana, tutor kids in South America, or start a consulting business for new entrepreneurs and small business owners. Plenty of adults juggle family and business responsibilities while they write their novel at night or complete their MBA online, preparing for a breakaway when the time is right. Whether you take the fast track or a slower route, you can live out your dreams.

If you're looking for something less drastic than changing your career direction or starting a business, consider these ideas for pursuing your passions without giving up your day job.

- 1. Create your financial security.** A steady paycheck is probably the most obvious advantage to holding off on submitting your resignation. It's easier to think clearly when your financial needs are covered, so start saving now.
- 2. Plan your strategy.** Stable employment also gives you time to map out your future. Figure out what training and networking you need to get from point A to point B.
- 3. Maintain your daily structure.** Depending on your personality, a wide-open schedule could feel liberating or overwhelming. Your current routine may keep you prompt and punctual. Doing a little extra without going all out will put you in a better position to quit when you're actually ready.
- 4. Build motivation.** The upside of low job satisfaction is that it could drive you to explore other career paths. Think about what you'd rather be doing, and pursue it.
- 5. Operate part-time.** You may want to supplement the day job you hate with a part-time job you love. In the meantime, work your passion project as a side venture.
- 6. Scale back.** If your job consumes your time and energy like a black hole, you may need to switch gears. Find balance by moving into a less demanding routine.

7. Look for areas of overlap. No matter what you do for a living, you can probably identify some favorite tasks. Leveraging your strengths at work will lay a foundation for your future endeavors.

Additional Tips

- 1. Schedule downtime.** Adding more activities into a busy week can be challenging. Avoid burnout by taking regular breaks and getting adequate sleep.
- 2. Surround yourself with support.** Let your family and friends know what they can do to help you succeed. Give each other encouragement and practical assistance.
- 3. Trim your budget.** Create more flexibility by living a simplified life. Cut back on monthly expenses like cable TV or expensive dinner outings if you want to free up funds for college tuition or a future business venture.
- 4. Research your options.** Maybe you've wanted to become a stand-up comedian since you were in the third grade, or maybe you're still searching for what you want to do. Talk with others about their experiences and read interesting memoirs. Dive in to a few experiments of your own. You may want to consider hiring a coach.
- 5. Set long-term and short-term goals.** Stay focused by establishing clear goals. Immediate targets will give you a game plan for what you need to do each day. Longer-term objectives will help you define what a successful life means for you. While you're at it, write out your plans and review them frequently.
- 6. Hang in there.** Commit yourself for the long haul. Give yourself credit for making the effort to figure out what you really want, and enjoy the journey regardless of the results.

You can dream big while you work 9 to 5. Turn your current position into a resource that will help you learn to love what you do and do what you love.

A Final Word



Don't make excuses for yourself about being stuck in a job you hate. Instead, make plans to get out of the job and chart your own course. Quit telling yourself, "I'm too old", "I don't have the skills", "I don't have the connections" or other false statements we make to ourselves.

If your job isn't satisfying your mental or material needs anymore – make plans to quit your job, pursue your passion, and create a new reality for yourself.