**Things to Consider Before Quitting Your Job**

* Write your ideal *next chapter* job description. Be clear in your mind what you are going for.
* If you like your company but are bored with the current role, then think about internal options. For example, consider moving to a new department or division, or move to a new role within the same team.
* If you like your job but want more autonomy or some other perk, then talk to your manager about some changes you would like to see.
* Above all, make sure to be honest about why you want to leave and exhaust all options before making any final decisions.

**One to Two Years Out**

* Talk to your family about quitting, what that means, and how it impacts them.
* Talk to your family about your plan.
* Build 12-months of reserves.
* Clean up:
	+ Email, including sent and draft folders.
	+ All electronic files.
	+ Internet browser history.
	+ Software that was only meant for you.
	+ Office desk and shred documents as appropriate.
* Document all your achievements.
* Review all benefits and compensation. Keep copies of your annual reviews and any legal documents signed.
* Take all free training and certifications offered.
* Begin to think of when your last day will be so that you can collect all free money.

**One Year Out**

* Pay off all debt. Save up for any future major expenses and a little extra.
* Complete all major house projects.
* Complete all major medical needs.
* Refinance mortgage if needed.
* Research independent medical insurance.
* Begin to build a budget for after employment.
* Talk to your financial advisor about your plan and ask what to expect in terms of passive income.

**Six Months Out**

* Increase all credit card limits.
* Schedule all medical appointments including dental and eye exams.
* Fill all prescriptions before last day.
* Make a list of all work projects, status, team members, and anything else to help with the transition of workload.
* Update your resume and LinkedIn Profile.
	+ Ask teammates for recommendations and write some recommendations.
* Refine your *after-employment* budget as you learn more.
* Draft your letter of resignation.
* Plan a vacation for the first one to two weeks of freedom.

**One Month Out**

* Set a meeting to talk to your manager about your last day then email your letter of resignation to your manager and copy the Human Resources representative.
* Work with your management to make a work transition plan.
* Meet with your successor and make things as easy as possible.
* Verify that unused vacation days will be paid out and when.
* Verify when medical benefits stop.
* Complete all medical appointments.
* Continue to refine your *after-employment* budget, making changes as you learn more.
* Have a follow up meeting with your Financial Advisor:
	+ Verify that your financials are in order and will support your new lifestyle.
	+ Determine when to rollover your 401(k) to an IRA.
	+ Determine when to move your Health Savings Account.

**Two Weeks Out**

* Notify your teammates. Be humble and say thank you.
* Make sure to turn in all company equipment and get documentation on what was turned in.