

TIME TO QUIT?
CHART YOUR COURSE...
PLANNING WORKSHEETS



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PART I

WHERE ARE YOU NOW?



- 1. Write down the aspects of YOUR ideal job.** To start your momentum, imagine the ideal work environment, job description, level of responsibility, seniority, and compensation. Include your values and what motivates you (PTO, working environment, financial bonuses, etc.) as part of this description. Lastly, add anything else you would want in an ideal job (Do you want to bring your dog to work every day? How about summer working hours?). Be curious and open-minded.



2. Compare. How does your current role, compensation, environment, etc, compare to your ideal job?

3. What would you really like to achieve in your career? Write it all down. Keep a very open mind and do not judge yourself (otherwise you may cut off your own honesty and creativity).

PART 11 CHARTING THE COURSE



4. Investigate. Look for (and keep) job descriptions for roles that you think may be a good fit for you. Platforms like Indeed or LinkedIn are good sources. Be sure to talk to someone that is currently in that role you are seeking.

5. Focus. Narrow all the above down into a list of what you want to change in your life. List what you need to get there. If new skills appear on this list, start building them immediately. Update your resume (invest in a resume expert).

6. Catapult yourself. Go for it. Need some courage? Make a separate list of all the accomplishments of your entire life, including childhood and teen years (if you draw a blank, ask someone who knows you well). Actively refer to this list when you need some energy to keep going.

7. Visualize. Visualization isn't just for Olympic athletes. Actively see yourself in an improved work setting and role. Use visualization as a way to curb negative feelings and as a way to counter imposter syndrome.

8. Accountability. How will you make yourself accountable? Who will you discuss your career move with? How will you handle progressing through interviews, negotiating salary and benefits, and leaving your current role? Choose someone with experience in mentoring and advisement. Need privacy or a specifically trained advisor? Now is the time to select an Executive Coach.

As an Executive Coach, I provide non-judgmental accountability and advisement. Working together, we catalyze, strategize, and develop new perspectives to help you chart a new path to achieve your goals. Sound beneficial? **Schedule a free 20-minute call with me**, Beth Siegert, Executive Coach. Let's get started!