



# #LeavingWell

Leaving Well is the art and practice of moving on from a project, role, or job, with intention and purpose ... and when possible, joy.

## Use this framework ...if you have 24 hours (or less than)

### *Practical*

- Download, capture, export your email contacts
- Jot a short list of the important meetings and actions upcoming for next 2-3 weeks
- Set your out-of-office / auto-response message

### *Personal Processing*

- Order a grocery delivery for your home (seriously!)
- Leave a sticky note (with personal contact information) and a short note to the Stayers

## Use this framework ...if you have 2 weeks

### *Practical*

- Items from the above list
- Identify top contacts in your network and send an update note
- If you have the opportunity, offer to craft your own departure notice

### *Personal Processing*

- Items from the above list
- Draw a quick red thread timeline, noting what accomplishments you're proudest of
- Track and write a list of favorite things from your time with this role, project, title, organization (if anything matches or connects to a place / location, consider visiting those)

## Use this framework ...if you have 30 days

### *Practical*

- Items from the above list
- Noting your most consistent actions or work product, create short and concise SOP or how-to manuals

### *Personal Processing*

- Items from the above list
- Begin a Worthy Work journal (track -weekly- the tasks or things you did that may seem small or insignificant, yet connect to your values and intentions ... that when added up, constitute worthy work.
- Choose one day of the week (over the next month) to schedule coffee or lunch with your favorite colleagues / peers

## Use this framework ...if you have several months

### *Practical*

- Items from the above list
- Review your job description, original scope of work, or other guiding paperwork. What have you accomplished on that list, and what remains undone? Document those, both to update your own resume / CV, and to leave breadcrumbs for the items remaining undone.

### *Personal Processing*

- Items from the above list
- Identify the values you hold, and match those to the intentions you had when starting the most recent project / job / role — notice what (if anything) has changed or shifted

## Use this framework ...if you are just beginning to consider leaving

### *Practical*

- Items from the above list
- Consider hiring a resume and/or career coach, and/or review your resume - what needs bolstering, reorganizing, or underscored?
- Make a short list of those influential to you. Reach out for coffee, a chat. Sharing what feels comfortable, weave in that you are curious what opportunities exist “out there”, or simply ask what new things are happening in their world

### *Personal Processing*

- Items from the above list
- Create your personal journey map, marking trajectory, decisions, work pivots — notice what the path shows (or doesn't show)