



# Your Exit Runway Checklist

You've officially decided to unboss yourself, so now it's time to start building your exit runway. The days, weeks, or months leading up to your exit date are incredibly important, because this is the time you'll use to make sure you're set up for success. Use this Exit Runway Checklist to make sure that all your ducks are in a row before the big day.



## YOUR EXIT RUNWAY CHECKLIST

### Declare Your Exit Date

→ My Exit Date will be:

\_\_\_\_\_

→ Observe how you're feeling once you've declared your exit date.

I'm feeling: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

→ Take a selfie and never forget this moment!

### Start Building Momentum

→ Brainstorm Your "You" Factor (*Check out Chapter 4 for extra support*)

→ Briefly describe your online business starter idea below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



→ Create Your First Piece of Content and Post It

Content topic: \_\_\_\_\_

\_\_\_\_\_

Will it be audio, video, or written? \_\_\_\_\_

\_\_\_\_\_

Where will you post it? \_\_\_\_\_

\_\_\_\_\_

→ Create New Home Work Space or Secure Co-Working Space

Where will you work? \_\_\_\_\_

\_\_\_\_\_



→ Tell A Few Supportive Family And Friends

Who will you tell? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

→ Create Your Financial Plan

Briefly describe your temporary financial plan below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

→ Research the Appropriate Way to Resign

Who will you meet with specifically? \_\_\_\_\_  
\_\_\_\_\_  
How much notice do you need to give? \_\_\_\_\_  
\_\_\_\_\_

Do you need to write a formal resignation letter? \_\_\_\_\_  
If so, to whom? \_\_\_\_\_  
\_\_\_\_\_

Give Your Notice!