

Before You Quit Your Job - 4 Things You Need To Do

By Laura Browne

We all have days when we would like to quit. Here are some actions you should take before you start interviewing for another job.

1) **Decide On The Real Problem** - What is really bothering you about your job? Is it the long hours? Is it the stress of short deadlines? Is it a difficult boss? Is it the money? Write up a list of the things you like about your job and the things you don't like. Is there just one problem area or are there many areas that are making it difficult for you to enjoy your job?

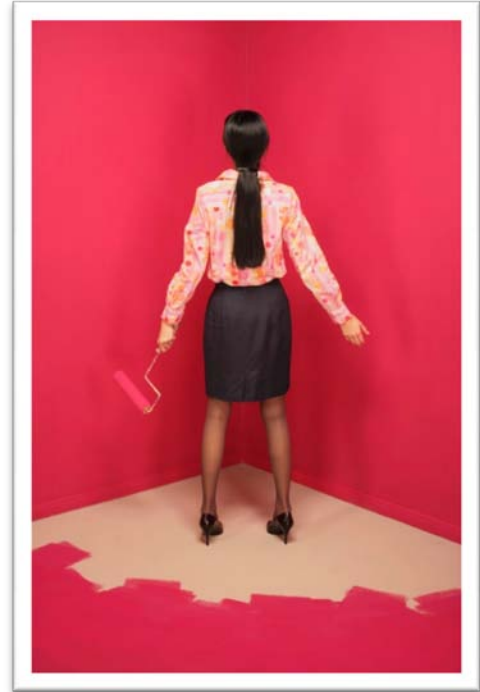
2) **Design Your Ideal Job** - What would make your job perfect? Forget about reality and imagine what your ideal job would look like. What would you spend your time doing? Where would you do it? Who would you work with?

Now look at your job and see what changes you could make to get closer to your ideal job. You won't be able to go directly from your current job to your dream job, but you may be able to make some adjustments that can start to move you closer to what you want to do. For example, if your ideal job includes meeting with customers, you can consider joining a task force that deals with customer satisfaction. Or maybe you can recommend a project to your boss that solves a particular customer problem.

3) **Ask For What You Want** - What needs to change? Talk to your boss and clearly let him or her know what you want. Don't just complain. Discuss what you want in a positive way and point out the benefits for you, the boss and the company. For example, if you want a reduced travel schedule, you should describe how you will get results without traveling. Also explain that the reduction in travel will save the company money and it will give you more time to work on the projects that are important to your boss.

You may think that your boss won't want to listen to you; however, most managers want to know if their employees are unhappy. They would prefer to hear about problems before you decide to quit so they can try to address them to keep you there. Retention is a problem in many companies and if you are doing a good job, most bosses would rather try to work with you on your issues than go to the trouble of hiring someone new to replace you.

4) **Look For Other Jobs in the Same Company** - If the boss is the problem or if you can't make changes in your current job, it may be time to leave. If you like your current company, look for opportunities to transfer to other groups. What manager would you like to work for? What new skills would you like to learn?



When you start dreading Monday morning, you know it's time to make changes. You can change your company or just change your job. Whatever you choose, make sure your new job works for you.



Laura Browne's new Amazon Short, [How To Get The Raise You Want: Three Steps To Success](http://www.Amazon.com) is now available for immediate download at <http://www.Amazon.com> for only 49 cents.

Laura Browne helps high potential women in Fortune 1000 companies be more successful through WOMEN Unlimited. She is also the author of a practical and easy-to-use book for women in business, [Why Can't You Communicate Like Me? How Smart Women Get Results At Work](http://www.GetHeardAtWork.com). It is available at Amazon or [<http://www.GetHeardAtWork.com>]