THE TEACHER EXIT TOOLKIT

All fourteen tools

Print what you need. Write on it.

From How to Quit Teaching
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howtoquitteaching.com

BEFORE YOU START

How to Use These

These are the tools from the back of *How to Quit Teaching.* They are here because a worksheet you can write on beats a worksheet you have to remember.

Print the ones you need. Work through them slowly. Several of them — the pension sheet and the health coverage worksheet especially — require numbers you will have to request from your retirement system, your benefits office, or an insurance marketplace. That is the point. Guessing at those numbers is how people make expensive decisions.

Nothing here is financial, tax, legal, pension, insurance, or medical advice. Rules vary by state, employer, and plan, and they change. Verify anything that matters with your plan administrator and with qualified professionals who know your situation.

The goal is not quitting. The goal is options.

TOOL 1

Stay-or-Go Diagnostic

Rate each statement from 1 to 5, where 1 is strongly disagree and 5 is strongly agree.

I still enjoy the core act of teaching........ 1 2 3 4 5

My dissatisfaction appears temporary rather than chronic........ 1 2 3 4 5

A different school, subject, grade, or role could solve most of the problem........ 1 2 3 4 5

I feel challenged enough to remain engaged........ 1 2 3 4 5

My compensation feels acceptable relative to the rest of the job........ 1 2 3 4 5

I have enough autonomy........ 1 2 3 4 5

I would choose this profession again knowing what I know now........ 1 2 3 4 5

If I stayed, what would need to change?

Can that realistically happen?

TOOL 2

The Three Numbers

Survival Number

What must be paid to keep life functioning. Not your comfortable life — the floor.

Expense	Monthly amount
Housing	$
Utilities	$
Food	$
Transportation	$
Insurance	$
Healthcare	$
Debt minimums	$
Childcare / dependents	$
Other essentials	$
Buffer	$
Monthly Survival Number	$

Runway Number

Accessible transition money____________________

Untouchable emergency reserve (subtract)____________________

Usable transition money____________________

Monthly household income continuing after I leave____________________

Monthly transition shortfall____________________

Runway, in months____________________

Walk-Away Number

Minimum acceptable salary____________________

Healthcare adjustment____________________

Retirement adjustment____________________

Commuting / travel adjustment____________________

Other____________________

Minimum viable total package____________________

Do not compare salary to salary. Compare life to life.

TOOL 3

Pension Decision Sheet

Get these numbers from your retirement system in writing. Do not estimate them, and do not move anything until every line is filled in.

Vested?   Yes / No / Unsure____________________

Leave today — projected monthly benefit____________________

One more year____________________

Three more years____________________

Five more years____________________

Retiree medical milestone____________________

Survivor benefit____________________

Refund or transfer amount, if applicable____________________

What disappears if I take a refund or transfer eligible funds?

What happens if I leave and later return to the system?

Finish this sentence

If I leave today, I am giving up __________ in exchange for __________.

TOOL 4

Health Coverage Worksheet

Your paycheck deduction is not the price. It is the discount. Price all four doors before you decide anything.

Current coverage

Total monthly premium________________________________

My payroll deduction________________________________

Employer contribution________________________________

Annual deductible________________________________

Out-of-pocket maximum________________________________

Coverage tier: Individual / Employee + spouse / Family________________________________

Coverage ends on________________________________

Door 1 — New employer

Monthly premium________________________________

Deductible________________________________

Out-of-pocket maximum________________________________

Coverage begins________________________________

Door 2 — Spouse or partner

Monthly premium________________________________

Deductible________________________________

Enrollment deadline________________________________

Door 3 — Continuation coverage

Monthly premium________________________________

Election deadline________________________________

First payment due________________________________

Coverage duration________________________________

Door 4 — Individual marketplace

Monthly premium________________________________

Deductible________________________________

Out-of-pocket maximum________________________________

Coverage begins________________________________

The gap

Current coverage ends________________________________

New coverage begins________________________________

Potential uncovered days________________________________

Estimated bridging cost________________________________

Additional monthly healthcare cost after leaving________________________________

Add that number to your Walk-Away calculation.

TOOL 5

Career Target Sheet

Target role______________________________

Why does this interest me?

What does the job actually involve?

What parts sound appealing?

What parts sound terrible?

Typical compensation I found — from______________________________

Typical compensation I found — to______________________________

Would I still want this job if the title sounded less impressive? Yes / No

Good question.

TOOL 6

Skill-Gap Matrix

Work from real job descriptions, not from what you imagine the job requires.

They need	I can prove	I need to build

My top two gaps

Specific next actions

TOOL 7

AI Truth Test

Run every AI-assisted line through this before it goes anywhere near an employer.

Did I actually do everything described?   Yes / No

Did the wording exaggerate the scale?   Yes / No

Can I defend every metric?   Yes / No

Would I naturally use this language?   Yes / No

Could I explain every bullet in an interview?   Yes / No

Would a former colleague recognize this as basically truthful?   Yes / No

If an important answer makes you uncomfortable:

Fix it.

TOOL 8

Resume Translation Sheet

One line at a time. The facts do not change — the spotlight does.

What I literally did

Business function

Training · Troubleshooting · Project coordination · Data · Documentation · Customer service · Other

How the target employer describes that function

Final bullet

Can I defend this line in an interview? Yes / No

TOOL 9

Networking Conversation Sheet

Person____

Role / company____________________________________

Why I am contacting them

Three questions I want answered

What I learned

What I need to do next

Follow-up date____________________________________

TOOL 10

Job-Search Funnel

Track the whole funnel, not just the rejections. Patterns tell you where the process is actually breaking.

Applications____________________

Recruiter conversations____________________

Hiring-manager interviews____________________

Final rounds____________________

Offers____________________

Where is the funnel breaking?

What am I changing?

TOOL 11

Interview Prep Sheet

Three things I want them to remember

Five stories

Problem solved____________________

Conflict____________________

Mistake____________________

Project____________________

Learning quickly____________________

Three questions for them

The weakness they may challenge

My truthful response

TOOL 12

Offer Comparison

Fill in both columns before you decide anything.

Category	Teaching	New offer
Base salary	$	$
Bonus	$	$
Retirement		
Health premium	$	$
Deductible / out-of-pocket	$	$
Commute		
Travel		
PTO		
Schedule		
Remote flexibility		
Growth potential		
Autonomy		

Which life do I prefer?

Not: which salary is larger.

Which life?

TOOL 13

Resignation Checklist

- ☐ Offer signed, if applicable
- ☐ Start date confirmed
- ☐ Health coverage dates confirmed
- ☐ Pension consequences researched
- ☐ Unused leave understood
- ☐ Final paycheck understood
- ☐ Personal information removed appropriately from employer devices and accounts
- ☐ Employer property returned
- ☐ Professional contacts preserved appropriately
- ☐ Resignation letter short and boring

Good.

TOOL 14

First 90 Days in the New Career

Things I do not understand yet

People I should learn from

Systems I need to learn

What success looks like after 90 days

What I am going to stop pretending I already know

That last one may be the most useful.