

# WORKSHEET

## SHOULD I STAY OR SHOULD I GO?

This worksheet is intended to help you evaluate the health of your workplace, your own job satisfaction, and provide a decision-making matrix regarding what to do next.



### Getting in touch with your why:

What do you love about this work and/or the EHS profession. What gets you out of bed?

What is your role in the organization? What is your value/unique contribution?

### Stress (eustress vs. distress vs. burnout):

What do you experience at work that causes distress?



## The presentation listed 10 top causes of work stress, which of these currently apply to you?

1. Long work hours (50-55 hours per week)
2. Low job control (less ability to make decisions about job/use of skills)
3. Work-family conflict (work affects family and vice-versa)
4. Shift work (rotating, night, on-call, unpredictable)
5. Job demands (overwhelming workload, time pressure or conflicting demands)
6. Job insecurity (concern you might lose your job)
7. Organizational injustice (workplace unfair or disrespectful)
8. Low support (lack of support/help from co-workers or managers)
9. Low rewards & benefits (fair wages, opportunities, insurance, time off)
10. Unemployment (laid off and remaining unemployed)

When do you feel eustress (the 'good' stress)?

Where do you fall on this line most days at work (knowing there are peaks and valleys)?



Identify your own methods to manage stress: what do you do in the moment when overwhelmed/stressed (walk away, deep breaths, call your mentor/person) vs. regularly as a way to manage/prevent stress (aka yoga practice, listen to books on commute, exercise routine)



## Decision making matrix:

**Brainstorm/List:** using the template below, list the pros and cons of staying vs. leaving. This phase is brainstorming, list everything, no matter how small.

**Weight/Value:** review everything listed and assign how important each item is, this could be as simple as 1-5 with 1 being not very important and 5 is essential/highly important. Do not compare items to each other, just how important it is to you.

**Influence/Control:** evaluate the pros and cons on how much you can control or influence. Ex. Commute to work might be something you cannot change, one location and no option for work from home. Determine in how much you can control, influence or change factors listed on the matrix, focus your efforts on things you can change. Note them below.

Benefits of Staying	Drawbacks of Staying	Benefits of Leaving	Drawbacks of Leaving



**Board Directors:** whether or not you have a mentor/confidant, list people/candidates for your board of directors below. Write down the timeline to ask them/verify that role for you. Mark who you plan to review this decision worksheet with and seek input.

## Leaving or staying?

You probably have an idea based on the worksheet and discussions with trusted people in your life whether you are leaving or staying. Either way, approach this decision thoughtfully and carefully, plan it out. Either stay and make it work or exit professionally and appropriately.

### Staying? Consider the following:

- **Have the conversation with your manager:** if you seriously evaluated leaving and identified the reasons but they didn't outweigh the reasons for staying, it is worth having an honest conversation with your manager about your challenges with the job in its current form and work together productively on making it work. Focus the conversation on the future, making changes, and come with ideas based on the decision matrix (items you have some influence over). The conversation will be more effective if you come prepared vs. come with a list of complaints and expect your manager to fix it.
- **Boundary work/Moral compass and values:** work on boundaries and working/living according to your values. The top 10 list of work stressors above includes lack of control over work and work-life balance. Looking at items listed in the matrix as within your sphere of influence, work on boundaries and minimizing feeling taken advantage of or overworked.
- **Avoid quiet quitting:** if you are staying, commit and do the work. Be a productive member of the workforce and come every day with a good attitude and work ethic. Some days will be harder than others but quiet quitting (employees who put no more effort into their jobs than absolutely necessary) can spiral into a negative feedback loop (less effort = less positive feedback/enjoyment from the job).
- **What is my 'why'** go back to the first section of this worksheet, connect with why you enjoy or receive satisfaction from this profession and/or job. Find ways to reconnect with this regularly.



- **Set an intention:** this involves making a commitment to a goal or outcome, emotionally and mentally, and actively working to achieve it. Make a concerted effort toward staying in your current job with purpose and positivity.
- **Upskilling:** learn new skills, seek out opportunities to both enhance your hire-ability elsewhere and improve your job satisfaction.
- **Play to your strengths:** seek opportunities daily to use your strengths. Even small successes can help with overall sense of well-being and satisfaction with the work.
- **What do I 'get to do' vs 'have to do'** staying means shifting your mindset from focusing on the aspects of the job that aren't ideal (every job has them) and focusing on those that bring you happiness and satisfaction. It mind sound Pollyanna, but pay attention to how often your internal voice says "I have to do xyz" and see how often you can stop and change it to "I get to do xyz".
- **Allyship & cross-functional efforts:** seek out allies and colleagues at work to add more value to the job. There might be a cross-departmental initiative you can join, special projects, etc. that expose you to different co-workers and some variety in the work.
- **What you can control:** notice the above are all focused on strategies within your realm of control. That doesn't mean some of the negatives of staying aren't in your control or caused by others/policies/situations, just that you can't do much about things you can't control so focus your effort and energy on that which you can influence.

### Leaving? Consider the following

- **Set an intention:** if you have decided leaving current employment is the best decision for you/family, be intentional and set a date to start the process/job search, realistic goals about when to leave, and how much time per week to set aside on this process.
- **Timing:** when to do this. Best to have another job lined up before leaving your current one.
- **Networking:** reach out to former colleagues, friends, schoolmates, anyone in your life who can be a source of networking, referrals, etc.
- **Resume building:** if you don't have a current resume, update it. There are free and paid resume building services to help you.
- **Upskilling before I go?:** part of your job search might be gaining additional skills, experiences from your current job in order to be more qualified for jobs and attractive to other employers. Seek out opportunities to add to your skillset.
- **The search:** finding a new job takes time and dedication, likely you'll need to set aside time every day to work on this. There are many free and paid resources online to provide guidance and help (ex. Job search boards, interviewing dos and don'ts, resume building, networking techniques, etc.)



- **Mentorship/board of directors:** if you don't have a board of directors, mentor, trusted advisor(s), seek out people to be a sounding board for this process. They should be people who can be honest and helpful, not too close to the decision (ex. Spouse isn't ideal), and includes someone who knows you professionally and/or your industry/profession.
- **Interviews to help decide stay/go:** interviewing for a new job is a skill that needs to be practiced, even if you are unsure whether to stay or go, go on job interviews. This serves two purposes; practice and realistically evaluate what is out there for you (helps with the perception of the grass being greener elsewhere).
- **Don't burn bridges:** no matter how you feel about your current employer, leaders, colleagues, do not leave on a bad note. Leaving on a positive and professional note can help you in the long run, you might cross paths in the future and/or need a recommendation or reference.

## Resources/additional information:

Healthy Work Campaign:

<https://www.healthywork.org/>

The Center for Social Epidemiology:

<https://unhealthywork.org/>

Healthy Work Survey for Individuals:

<https://www.healthywork.org/healthy-work-survey-individuals/>

Healthy Work Tools:

<https://www.healthywork.org/individuals/healthy-work-tools-individuals/>

NIOSH Stress at Work:

<https://www.cdc.gov/niosh/docs/99-101/default.html>

Total Worker Health:

<https://www.cdc.gov/NIOSH/twh/>

Psychological Safety (Amy Edmondson):

<https://fearlessorganization.com/>

Decision Science:

<https://chds.hsph.harvard.edu/approaches/what-is-decision-science/>