

YOUR CEO EXIT STRATEGY CHECKLIST

YOU NEED TO LEAVE NOW

<input type="checkbox"/>	Legal Review of Employment Contract
<input type="checkbox"/>	Intellectual Property Inventory
<input type="checkbox"/>	Download Contacts from CRM
<input type="checkbox"/>	Hire an Actuary Pension Review
<input type="checkbox"/>	Letter of Resignation (Messaging)
<input type="checkbox"/>	Health Benefits Bridging
<input type="checkbox"/>	Gather Performance Reviews
<input type="checkbox"/>	Keep Your Own Counsel
<input type="checkbox"/>	Create Transfer File for New CEO

PREPARE FOR NEW COMPANY DUE DILIGENCE

<input type="checkbox"/>	Professional Reference Checks
<input type="checkbox"/>	Drug Testing
<input type="checkbox"/>	Professional Designation Verification
<input type="checkbox"/>	Criminal Background Checks
<input type="checkbox"/>	Education & Employment Verification
<input type="checkbox"/>	Credit Check & Fingerprinting
<input type="checkbox"/>	Social Media Checks
<input type="checkbox"/>	Global Sanctions Checks
<input type="checkbox"/>	International Background Checks
<input type="checkbox"/>	Security Clearance Checks
<input type="checkbox"/>	Driver Abstract Searches

QUIETLY PLAN EXIT (YOU HAVE TIME)

<input type="checkbox"/>	Legal Review of Contract Non-Compete
<input type="checkbox"/>	Legal Review Contract Non-Solicit
<input type="checkbox"/>	Legal Review of Termination Clause
<input type="checkbox"/>	BOD Continuity Plan – Your Fiduciary Duty
<input type="checkbox"/>	Project Inventory & Assessment
<input type="checkbox"/>	Choose Internal Champion
<input type="checkbox"/>	Gather Intellectual Property (yours)
<input type="checkbox"/>	Gather Contacts from CRM
<input type="checkbox"/>	Review Email Content – Accolades
<input type="checkbox"/>	Gather Testimonials & Awards
<input type="checkbox"/>	Remove Personal Possessions Slowly
<input type="checkbox"/>	Nurture Relationships Inside Firm
<input type="checkbox"/>	Create a Career Advisory Board
<input type="checkbox"/>	Attend Conferences Regularly
<input type="checkbox"/>	Build Industry Thought Leadership
<input type="checkbox"/>	Seek Award Nominations
<input type="checkbox"/>	Publish a Book & Industry Articles
<input type="checkbox"/>	Update Professional Licenses

CN34