

RETURNING TO WORK CHECKLIST

This checklist is here to help you feel a little more prepared and less alone as you step back into work. It's all about building something that actually works for this season.

Mindset + Expectations

- I've accepted that this is a transition, not a return to "normal"
- I've redefined what "doing a good job" looks like in this season
- I expect mixed emotions (guilt, relief, overwhelm, pride)
- I'm giving myself a longer runway to adjust

Home + Life Setup

- I've listed everything it takes to run our household
- I've identified what I can keep, delegate and drop
- I've planned simple meals for the first 1–2 weeks
- I've prepped clothes, bags, and essentials
- I've created a loose morning + evening rhythm

Childcare + Backup Plan

- Childcare plan is confirmed and feels solid
- I've done a trial run (or at least walked through logistics)
- I have a backup plan (sick days, closures, emergencies)
- Key contacts are saved and easily accessible

Work Transition

- I've reviewed my priorities for the first few weeks
- I've communicated expectations with my leader/team
- I've blocked my calendar for focus time where possible
- I've planned a realistic ramp-up (not jumping back in at 100%)

Support System

- I've talked with my partner about division of responsibilities
- I've identified 1–2 people I can text/call when things feel heavy
- I've connected (or plan to connect) with other working moms

Personal Care (the one we skip—but shouldn't)

- I've scheduled small pockets of time for myself each week
- I have go-to "quick resets" (walk, shower, quiet time, etc.)
- I'm paying attention to my energy—not just my output

Final Reminder

- I am not behind
- I am not failing
- I am doing something incredibly hard and I'm allowed to grow into it

Rooting for you as you figure it out one step at a time.