

The Working Mum Checklist

Pregnancy

Date

- ♡ Read employer policies
- ♡ Inform manager and HR
- ♡ Book a coach if you haven't already
- ♡ Get the MAT form from your midwife
- ♡ Finalise details of maternity cover
- ♡ Recruit/Identify maternity cover
- ♡ Finalise start of maternity leave (with room for emergency changes). Get it in writing!
- ♡ If applicable, Discuss your intention to breastfeed and create a workable plan with HR and your team. Don't forget breastmilk storage solutions. Get it all in writing!
- ♡ Plan for a smooth handover with 4 areas covered: what's done, what's work in progress, what's pending and what's coming.
- ♡ Finalise KIT days
- ♡ Sign off from everything and focus on yourself



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KIT Days

Date

- ♥ Finalise the agenda for the KIT day. Allocate time for breaks during the day if you need to step out to feed the baby.
- ♥ Organise childcare for that day/days
- ♥ If applicable, ask for confirmation about the breastfeeding/expressing facilities that you finalised in writing before you left.
- ♥ KIT days are a small tester of how work would be when you return. Book a coaching session to reflect on the day and identify areas of support/change/difficulty.

Return to Work

- ♥ Organise childcare
- ♥ Recap the terms of your leave. If applicable, confirm your breastfeeding/expressing facilities and breaks
- ♥ If applicable, confirm your breastfeeding/ expressing facilities and breaks
- ♥ Speak to your coach about finding strategies you can set in place to enable you to be kind to yourself as you explore a new schedule

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