

Preparing for your first day back

- ◆ Plan and prioritise. Create a to do list; identify things you need to do to get you started such as arranging childcare, agreeing work responsibilities and flexible arrangements with your current or new employer.
- ◆ Prepare for your first day back at work by making the necessary arrangements with your family and employer. Eg: perhaps you can return to work gradually by starting on reduced days/hours to allow you and your family to get used to your new working life.
- ◆ Devise a plan together with your partner about what you will need to change in the household, how you can support one another, how can you make the adjustment easier for your children etc.

Create your return to work plan

What do I want for my future: what are my work and family needs?

What flexible work arrangements will I need?

What care arrangements will I need to make?

What type of new job am I looking for? or what return-to-work options would I like to approach my current employer with?

What aspect of my return to work concerns me most and who / what might help me to overcome this?

Other considerations...

Weekly Planner—To Do List

(Print and stick on fridge)

TIP: Create a small to do list for each week so your return to work plan isn't overwhelming

Week one

To do	Completed (tick)	Who might be able to help me further

Week two

To do	Completed (tick)	Who might be able to help me further

Week three

To do	Completed (tick)	Who might be able to help me further

Final tips

Most importantly, think positively, be organised and realistic, don't take on too much all at once.

Plan weekly activities and use a 'to do list' with your family to make your return to work more manageable and less overwhelming.

Revise your ideas and plans regularly. Take breaks, reflect and re-energise, learning from positive and negative experiences along your return-to-work journey.

Tips on how to find a new job can be found on our website.

Where to go if you need a helping hand...

If you are stuck and would like to discuss your return-to-work ideas and plans, please contact mums@work and our career consultants will be happy to assist.

Call a mums@work career guidance consultant today and let us help you back to work.

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If you would like to register as a job seeker to access jobs advertised with family friendly employers go to www.careermums.com.au

