

CHECKLIST: Checklist to make the first day back much easier:



As you approach your return:

- Consider meeting up with a colleague for a chat. Find somewhere neutral/ away from work for an informal catch-up if you think this would be helpful.
- Tell your family or friends that you are returning to work so that they can be there for you in the morning/ after work during the first week.
- Arrange for a friend or colleague to pick you up on your first day or meet you in the car park so that you can walk in together.
- Ask your employer for a clear plan of what will happen on your first day (for example, who when, where will you meet and what work you will be doing). See the [example intention to return to work email/letter](#) to give you an idea of what you can suggest.
- Ask your employer when your return to work conversation will happen. Depending on the nature/duration of absence this could be on day 1, 2, 3 etc. Think about whether you would like a colleague to join you to support you and take notes.
- Complete the exercises in this section to help you prepare for your return to work conversation.