

# ANNOUNCING YOUR BABY NEWS AT WORK

Sharing your baby news at work has very little to do with telling people you're pregnant. Yes, you will tell people you're pregnant, but it's also a time to reset the ground rules for your career.

You're probably wondering, why do I have to set new ground rules when I'm still the same high performer I was yesterday. The truth is you aren't the same - not to them. From the moment you say, "I'm pregnant" you are forever changed in their eyes. You are now a pregnant woman and soon you're going to be a working mother. And, they are going to have all these ideas of what each of those mean to them.

This worksheet is here to help you plan your baby announcement at work, so you can get ahead of any negative stereotypes and reaffirm your intentions for your career over the next months of your pregnancy and beyond.

## STEP ONE

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### PICK YOUR TIMING

It's your right to share your baby news whenever you feel ready. It's also your responsibility to tell your manager, colleagues, clients, and others so they have time to prepare for your upcoming absence.

When considering your timing, consider these questions:

- Are you feeling relatively well that you are still meeting work commitments?
- What projects are you working on and how will they be impacted by your pregnancy and/or your pending leave?
- Do you need any accommodations at work now that you are pregnant?
- Will a replacement need to be found to cover for your leave?

## STEP TWO

### WHO WILL YOU TELL

Write down the names of the people you must know your baby news. You should begin with your manager, followed by others who have an influence over your career. Then, write down the names of any others you believe deserve the courtesy of hearing the news directly from you.

#### MUST TELL

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#### SHOULD TELL

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## STEP THREE

### WHAT DO THEY THINK

Now, you're going to want to think about what you will say to each person. This will require some thinking about what ideas they have about pregnant women in general and what concerns they may have now that you're pregnant.

#### NAME

#### POTENTIAL IDEAS / CONCERNS

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## STEP FOUR

# WHAT WILL YOU SAY

Now, it's time to think through what you're going to say to support or counter their ideas or concerns. You're also going to want to use this opportunity to let them know what they can expect from you for the remaining months of your pregnancy and beyond.

NAME	KEY MESSAGES
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Here are some tips to help you plan your messages:

### DO

- Recommit to your career, your team, your client, your company.
- Tell them when you will come back with a maternity leave plan.
- Express your desire to share your news with colleagues on your team when you're ready

### DON'T

- Make any promises about your maternity leave or return to work plans.
- Give them permission to share your news with other key influencers you want to speak to personally (e.g., a client)

*Good luck with your baby announcement!*

*Let me know how it goes by writing to [info@lisadurante.com](mailto:info@lisadurante.com).*