

BEFORE

- ☐ Clarify your name, pronouns & rough timeline
- ☐ Review employer non-discrimination policy & local legal protections
- ☐ Check health insurance for transition-related coverage
- ☐ List every place your legal name appears at work
- ☐ Prepare talking points for your first HR/manager conversation
- ☐ Decide what stays private, and from whom
- ☐ Build outside support: therapist, friends, community

DURING

- ☐ Have the conversation with HR/manager; confirm timeline & confidentiality
- ☐ Approve wording & timing of any team announcement
- ☐ Request updates: email, Slack/Teams, badge, directory, payroll
- ☐ Confirm restroom/facilities access
- ☐ Decide how you'll handle misgendering in the moment
- ☐ Keep a private, dated log of any incidents
- ☐ Check in with your manager on a regular cadence
- ☐ Protect your energy — ask for flexibility if you need it

AFTER

- ☐ 30- and 90-day check-ins with HR/manager
- ☐ Confirm every remaining system & record is updated
- ☐ Update LinkedIn and other professional profiles
- ☐ Watch for shifts in opportunities or treatment — raise it if you notice one
- ☐ Keep your support system active; mark the milestone
- ☐ Know your escalation path (HR, legal aid, advocacy orgs) if issues arise

A free resource from realyouatwork.com · See the full Workplace Transition Roadmap for details on every item.