

Return-to-Work Readiness Scorecard

How prepared are you? Rate yourself honestly and identify your next steps.

Use this scorecard in the weeks before your return to work after maternity leave. For each question, circle or tick your answer and add your score in the final column. Be honest with yourself — this is for you, not your employer.

How to score yourself:

Yes (fully in place) = 2 points

Partly (started but not complete) = 1 point

Not yet (not done) = 0 points

Maximum score: 30 points

	Question	Yes 2 pts	Partly 1 pt	Not yet 0 pts	Score
A. Manager & Workplace Conversations					
1	Have you had a pre-return conversation with your manager to discuss your role and any changes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Have you agreed expectations for your first 30, 60 and 90 days back?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Have you discussed flexible or hybrid working arrangements if needed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Do you know who to go to if you need support or adjustments during your first few months?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Practical Logistics					
5	Do you have a childcare plan in place that you feel confident about?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	Do you have a childcare backup plan for unexpected changes or emergencies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	Have you thought through your daily routine — drop-offs, pick-ups, travel time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	Do you have clarity on your working hours, location and any flexibility available to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
C. Mindset & Confidence					
9	Have you taken time to reflect on the strengths and skills you are bringing back to work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	Question	Yes 2 pts	Partly 1 pt	Not yet 0 pts	Score
10	Have you identified what might knock your confidence and thought about how to handle it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11	Do you have a plan for managing mum guilt or emotional adjustment during the transition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D. Boundaries & Workload					
12	Have you thought about the boundaries you want to set around your time and availability?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13	Have you identified your priorities for your first month back, so you know where to focus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
14	Do you have a way of managing your workload so it doesn't quickly become overwhelming?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E. Career & Identity					
15	Have you thought about what you want from your career in this new chapter of your life?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
TOTAL SCORE					/30

How Did You Score?

Find your score range below to understand what it means and what to focus on next.

<p>0–14</p> <p>Getting Ready</p> <p><i>You have some key foundations still to put in place. Focus on the areas marked 'Not yet' — and consider whether coaching support could help.</i></p>	<p>15–22</p> <p>Almost There</p> <p><i>You're making good progress. Revisit your 'Partly' answers and use the gap section below to build your action plan.</i></p>	<p>23–30</p> <p>Return-Ready!</p> <p><i>You're well prepared for your return. Use the reflection section to note what you want to keep revisiting as you settle back in.</i></p>
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My Gap Analysis

Look back at any questions you scored 0 or 1. Use the table below to turn those gaps into actions. You don't need to solve everything at once — small, consistent steps make the biggest difference.

Area to strengthen	What I will do	By when
Manager & workplace conversations	<i>My action:</i>	<i>By when:</i>
Practical logistics (childcare, schedule)	<i>My action:</i>	<i>By when:</i>
Mindset & confidence	<i>My action:</i>	<i>By when:</i>
Boundaries & workload	<i>My action:</i>	<i>By when:</i>
Career & identity	<i>My action:</i>	<i>By when:</i>

My Reflection

Take a few minutes to write freely. What feels most important for you as you prepare to return?

The thing I feel most ready for is...

The thing I am most nervous about is...

The one thing I will do this week to feel more prepared is...

You are more ready than you think. Every step you take now is an investment in a confident, sustainable return.

Want 1:1 support with your return to work? Book a discovery call with The Coaching Nest at thecoachingnest.co.uk or email hello@thecoachingnest.co.uk