



Work Transition Tips

Before you return to work consider these tips to help with your transition:

- Practice your new work routine; for example get up at the usual work time, dress in work clothes, familiarize yourself with your commute, and do some of the tasks you would normally do at work.
- Take care of personal matters such as medical or dental appointments, banking, or other matters.
- Have a discussion with your employer about potential flexible work hours (ie, part-time versus full-time) or the possibility of working from home for a portion of the week.
- Schedule treatment or follow-up care appointments late in the day or before the weekend to give you time to recover.

Once you return you may find the following tips helpful:

- Have meetings with your manager regularly to assess your situation and make necessary adjustments.
- Inform your manager of follow-up care appointments and discuss how you will work around them.
- Schedule important work meetings or tasks at times when you have the most energy.
- Adjust your workspace (eg, office furniture or desk location) in a way that will make you feel most comfortable.
- Take on less of a workload and be realistic about what you can and cannot handle.
- Take small breaks during the day to help you conserve your energy.
- Make use of office software tools such as alarms, reminders, and task lists to help you organize your schedule and manage your workload.
- Continue to schedule treatment or follow-up care appointments late in the day or before the weekend to give you time to recover.