When making decisions about transitioning at work, it is important to think of all the different steps that you would like to take in order to create a supportive and workable plan. Once established, the plan should not be considered an immovable timeline; you should be able to revisit and modify it with your employer as you go through the process.

**YOU!**

- **WHEN TO SHARE DECISION?** At what point would I like to make this decision public?
- **TELL ANYBODY PERSONALLY?** Are there co-workers, clients, or other people that I would like to tell personally?
- **ANNOUNCE YOUR DECISION?** How would I like to announce my decision to transition?
- **TAKING TIME OFF?** Will I be undergoing any procedures that require me to take a leave of absence from work? When might I want to do this?

**THINK OF ALL THE DIFFERENT STEPS THAT YOU WOULD LIKE TO TAKE IN ORDER TO CREATE A SUPPORTIVE AND WORKABLE PLAN.**

**IF YOU WOULD LIKE TO MOVE WORK LOCATIONS**

Your manager must do their best to transfer you to a similar role within an appropriate distance. After moving locations, your privacy and confidentiality must be respected.

It is your decision to discuss your transition or identity at the new location.

#TRANSINCLUSION