# INSTRUCTIONS FOR: PROPOSAL FOR REDUCED SCHEDULE

Part of setting yourself up for success from the beginning of your transition to a professional part-time role is creating the right structure for your new role that everyone understands and agrees to. Your proposal helps define this new structure and overall description. You want to show how going part time will in no way take away from your demonstrated track record of achievement.

Write your proposal with your audience in mind, which is likely your manager and/or senior leadership. Remember, you’re working toward a win-win scenario for you and person/team who receives and considers your proposal. Develop and position everything with that end-result in mind.

What effect, if any, will this have on your manager and direct reports? If you’re taking on less in your current role, where will the rest of the work you previously did go? Who will take it on? Is he or she ready or is it a chance for him or her to grow? If you’re proposing a new role outright, you still need to consider who will backfill your previous position or if it needs to (or can) go away.

As you begin to create your proposal, keep a few things in mind.

* *Understand your value*. Try to make sure what you’re proposing highlights your value and your skills. Playing this up will likely help you gain traction with decision-makers.
* *Know your motivation*. Remember, your motivation for wanting this change should influence what you’re proposing. Make sure to know this ahead of time and let it help guide your proposal.
* *Be patient*. It will take you time to create the proposal and to make the actual transition. It’s a marathon, not a sprint. Take your time to ensure you create a win-win scenario.
* *Know your trade-offs and non-negotiables*. Your proposal allows you to be in the driver’s seat, so keep your own non-negotiables in mind. You know what you’re willing to trade off and what you can’t budge on. Keep those in mind as you create your proposal.
* *Adjust as necessary.* Although it’s great to have a plan, both sides might need some wiggle room to adjust elements of the plan over time.

Don’t forget that if you’d like more information on these elements and even more related to your proposal, you can check out Chapter 12 of *Mompowerment: Insights from Successful Professional Part-time Working Moms Who Balance Career and Family*.

# PROPOSAL FOR REDUCED SCHEDULE FOR EMPLOYEE NAME

# Description of the Role

Detailed description of your role and how it is different from before or what the new role will look like. Include any information on work-from-home or flexible schedule here as well.

## Why I Want this Change

If you’d like to, explain, to whatever extent you think is necessary, why you are making this request.

## How I Can Fulfill the Role

If you’re asking for a reduction in time, show how you can do the level of work you’re asking for.

## Schedule

Describe what your schedule will look like, including days you will work and the specific hours. If you’re asking for some element of work from home, detail when that will take place.

## Timing of the Change

Explain timing on when you will transition to the part-time role and include anything happening between now and then that might influence the timing of this change.

## Communication

How will you communicate in this part-time role, especially when you’re out of the office if something happens? Address any changes to your usual communication approach.

## Transition Plan

What does the transition to the new role or reduced schedule look like? What training do you need? Will you train anyone on parts of your role? Include the timing that you mention before, but without the explanation. Spell out the timeline and any changes.

## Metrics

Define how you will be measured over time. Share your thinking and be open to changes from your manager and senior management. Also, keep in mind that this section and your approach might change over time.

## Review Period versus Check-ins

Consider including information on when you check-in and when you do more official reviews of this transition to ensure things are going as planned. Most moms I spoke with talked about monthly or quarterly in-depth conversations and weekly or biweekly check-ins. Do what works for your situation.

If you’re specifically proposing a new role, you might also want to consider including the following instead of or in addition to what’s included above:

## What is the Need

If you’re proposing a new role, define why it’s needed and how it will benefit the team/department/ company.

## Why I’m the Right Person for the Job

Everyone reading the proposal may or may not know you, especially if it’s a new internal role. Explain how your background is the ideal match for this new role that you’re recommending.

## Team Overview and Reporting Structure

Describe the reporting structure that you think make sense elements that you’ve considered (e.g., who you might work for or who might work for you, etc.).