# INSTRUCTIONS FOR: PROPOSAL FOR GREATER FLEXIBILITY

Part of setting yourself up for success is creating the right structure for your needs. You want to make sure everyone understands and agrees to the changes. Your proposal helps define this new structure. You want to show that shifting how and when you work 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 the person/team who receives and considers your proposal. Develop and position everything with that end-result in mind.

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.
* *Impact on your manager*. What effect, if any, will this have on your manager?
* *Impact on your colleagues and employees*. What effect, if any, will this have your colleagues and your direct reports?
* *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.
* *Talk to your colleagues.* It’s likely going to be easier to have this conversation if you have spoken to your colleagues to understand their pain points and approach your manager or leadership team with solutions that help several of you. If you can speak on behalf of many, avoid the one-off conversations for several of you asking for the same thing.

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/TEAM

# Description of the What You’re Asking For

Detailed description of your role and whatever change(s) you are asking for. Explain what things will look like and any changes you anticipate. Types of changes often requested are work-from-home, flexible schedule, part-time, or job share.

If you’re looking to change your role, make sure you thoroughly explain what you’ll be doing in your new role.

## Why I/We Want this Change

If you’d like to, explain, to whatever extent you think is necessary, why you are making this request. If you’re asking in a reduction in your travel schedule, highlight that here.

If you cannot do your previous job from home or on a more flexible schedule, include that information here as you highlight why you’re shifting to or asking to create a new role.

## Schedule

Describe what your schedule will look like, highlighting any changes. If you’re asking for some element of work from home, detail when that will take place and what that will look like.

## Timing of the Change

Explain timing on when you will transition to this change and include anything happening between now and then that might influence the timing of this change. (e.g., upcoming projects or events).

If looking to change roles, discuss any timing related to training someone on your past role, if applicable. And make sure you explain what transitioning to a new role will look like as far as how you’ll cover your old role and new one. Lay out a transition plan.

Spell out a timeline that includes the changes you’re recommending.

## Communication

Describe any changes in how you will communicate or indicate that there won’t be any changes. Make sure you cover how you’ll address any challenges that come up if you’re asking to work remotely or if you’re asking for a flexible schedule when you won’t be available during normal office hours.

Consider defining emergencies here and explaining protocols for when those emergencies happen. This helps teams know when you can contact someone because of a defined emergency. If you’re changing up when you work, people might not realize they don’t have to immediately respond. I recommend defining emergencies, even if you’re not transitioning to a new way of working as this can help with boundaries.

## Transition Plan

What does the transition to the new role, working from home, or new schedule look like? What training do you need, if any? Will you need any new technology or new tools that require a budget (e.g., requesting a printer so you can print documents at home)? Will you train anyone on parts of your role if you are transitioning out of your role? Include the timing that you mention before, but without the explanation. Or you can simply remind people to look at the other section (or have these back to back in your proposal).

## Metrics

Define how you will be measured over time because it might be different than today. Lay out these terms upfront and have your manager and senior leadership agree, so you know what to focus energy on. 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 interviewed for the Mompowerment books talked about monthly or quarterly in-depth conversations and weekly or twice a month 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.).