

Employee Checklist

Have I ...



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| | Demonstrated that I have taken responsibility and ownership of my own work-life issue? |
| | Clearly and responsibly defined my work-life issue to my manager and colleagues? |
| | Defined my personal / family needs clearly and objectively? |
| | Identified potential problems or obstacles related to my request for flexible scheduling and thought of ways to overcome them? |
| | Exhibited as much flexibility as I am asking of my manager and the company's leadership? |
| | Demonstrated my understanding of and concern for meeting the requirements of our business? |
| | Evaluated several potential options to resolve my work-life conflict? |
| | Developed a realistic plan for completing my work? |
| | Considered how I will be actively involved in each step of the decision-making process? |
| | Shown flexibility in considering alternatives and potential impact? |
| | Prepared myself for a "no" answer and thought about a back-up plan in the event that my preferred option is not feasible for business reasons at this time? |
| | Considered how my career development goals may be impacted? |