**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.**

**Some Questions to Consider While Creating Your Timeline**

**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?

**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.