

Telling your boss about treatment: prep worksheet

The conversation has three parts: situation, asks, commitment. *Fill in your version before the meeting.*

PART 1 — SITUATION

WHAT I'LL SAY (1-2 SENTENCES)

WHAT I WILL NOT SHARE (BOUNDARY ON DETAIL)

PART 2 — ASKS

MY PROPOSED SCHEDULE

SPECIFIC ACCOMMODATIONS I WANT

WHAT I'VE ALREADY FILED WITH HR

PART 3 — COMMITMENT

WHAT I PLAN TO DELIVER

HOW WE'LL MEASURE SUCCESS

REMINDERS

- Don't apologize. You're not at fault.
- Don't volunteer more medical detail than necessary.
- File HR paperwork **BEFORE** the manager conversation.
- Document what's agreed in a follow-up email.

This sheet is for inspiration only. Always consult your medical team for guidance specific to your situation. Inspired Comforts is not a medical provider.

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