

Maternity Checklist

A practical guide to preparing for maternity leave and the weeks around birth, from work handover to postpartum recovery.

Work Handover

- ☐ Notify your manager and HR of your leave dates and plan.
- ☐ Document ongoing projects, deadlines, and key contacts in one place.
- ☐ Identify who will cover each of your responsibilities.
- ☐ Schedule handover meetings to brief your team and coverage.
- ☐ Set up an out-of-office message and update shared calendars.
Decide in advance whether you will be reachable, and how.
- ☐ Tidy your files and access so colleagues can find what they need.

Finances and Insurance

- ☐ Confirm how your maternity leave is paid and for how long.
- ☐ Complete any leave or short-term disability paperwork.
- ☐ Build a budget for the months around birth and early leave.
- ☐ Set aside a small savings buffer for unexpected costs.
- ☐ Review your health insurance coverage and provider network.
- ☐ Note the window to add your baby to your insurance plan.
These enrollment deadlines are often short, so mark them early.

Health and Appointments

- ☐ Keep up with scheduled prenatal appointments and checkups.
- ☐ Confirm your birth plan and preferences with your provider.
- ☐ Pre-register at your chosen hospital or birth center if possible.
- ☐ Gather questions for your provider as they come up.
- ☐ Arrange any classes, such as childbirth or infant care.
- ☐ Save your provider and hospital contact numbers in your phone.

Prepare Your Home

- ☐ Set up a safe sleep space and the basics for your baby.
- ☐ Stock the kitchen with easy meals and pantry staples.
- ☐ Prepare and freeze a few homemade meals ahead of time.
- ☐ Do a deep clean and tackle lingering household tasks early.
- ☐ Set up a comfortable recovery and feeding spot at home.
Keep water, snacks, and chargers within easy reach there.
- ☐ Restock everyday supplies so you are not running errands later.

Hospital Bag

- ☐ Pack comfortable clothing, robe, and slippers for your stay.
- ☐ Add toiletries, lip balm, and any personal comfort items.
- ☐ Bring identification, insurance details, and your birth plan.
- ☐ Include phone chargers and a small snack stash.
- ☐ Pack a going-home outfit for you and for your baby.

- ☐ Have the installed car seat ready for the ride home.
Set the bag by the door a few weeks before your due date.

Postpartum Support

- ☐ Line up help with meals, chores, and errands for the first weeks.
- ☐ Stock recovery supplies and comfortable postpartum clothing.
- ☐ Set a plan and gentle boundaries for early visitors.
- ☐ Save contacts for support lines and new-parent groups.
- ☐ Plan check-ins for your own physical and emotional recovery.
- ☐ Know the warning signs to discuss with your provider.
Reach out promptly if anything feels off, day or night.

Final Preparations

- ☐ Confirm your transportation plan to the hospital or birth center.
- ☐ Share your due-date plan with key family and friends.
- ☐ Arrange care for pets or other children during the birth.
- ☐ Charge devices and keep important phone numbers accessible.
- ☐ Review the route and parking at your delivery location.
- ☐ Take time to rest and prepare yourself mentally for birth.