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.