

# THE PROMOTION READINESS CHECKLIST

For Working Mums Preparing for a 1:1



This checklist is your practical blueprint to take the emotion out of career progression and confidently back up your ambition with facts. Simply rate your current mastery, map out your remaining skill gaps, and craft your pitch to turn your next 1:1 into a collaborative partnership for your promotion.

## 1 Step 1: THE REALITY CHECK

Rate yourself from 1 to 5 (1 = Not started, 5 = Consistently delivering)

Role Mastery: I consistently deliver the high-quality outputs expected of my current job description.

1 2 3 4 5

Operating Above: I am already performing at least 30% of the responsibilities of the next level up.

1 2 3 4 5

Strategic Alignment: I can clearly point to how my recent work directly contributed to company goals.

1 2 3 4 5

Capacity Control: My workload is stable enough that I can take on new responsibilities without burning out.

1 2 3 4 5

## 2 Step 2: Map Your Evidence

Document 3 key achievements with measurable outcomes from the last 6-12 months.

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## 3 Step 3: Identify the Gaps

Pinpoint 1-2 skills or experiences needed at the next level and plan how to close them.

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## 4 Step 4: Build Your Visibility

Ensure key stakeholders know your contributions — volunteer for a presentation or cross-team project.

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## 5 Step 5: Prepare Your Script

Write your opening hook, value pitch, and clear rationale for your promotion readiness ahead of the 1:1 conversation.

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## 6 Step 6: Secure Your Sponsor

Identify a senior advocate who can speak to your readiness when decisions are made.

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## 7 Step 7: Set the Timeline

Agree a clear review date and milestones with your manager so progress is tracked.

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You deserve the promotion. Now go and get it!