



## Manage

- **Establish a Routine** – Choose 3 times.
- **Do Eat That Frog** – Identify your frog each day and eat it first.
- **No More Cabbage Butterflies** – Remove distractions, e.g. turn off email notifications, and do 'start to completion'.
- **Write a Daily To-Do List** – Write a new to-do list each day, and asterisk what must be done that day.



## Isolation

- **Minimum every two weeks** - Get out. Go to a coffee shop. Meet a friend for breakfast. Walk into town. This must become part of your weekly routine to look after your well being (Lockdown permitting).



## Neat

- **Select your working at home, work clothes** - Put these at one end of your wardrobe. Don't mix them up with the other two 'wardrobes'.



## Deliverables

- **Have a 121 with your line manager** - Or line manager, have a 121 with your reports. Agree on SMART targets for the year.
- **Invest time** - to be the very best version of you.



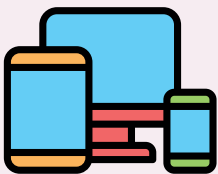
## Space

- **This is a checklist for your work at home space** - Use it to create your productive space at home for you to work. This will help with your mental state, I can...:
  - Work in this space and relax in a different space.
  - Set-up a desk of my things.
  - Have all the necessary things I need around me; sockets, place to write, a really comfortable chair, space to move, etc.
  - Be confident I will not be disturbed.
  - Get the technology to work, i.e. the WIFI and phone signal work.
  - Not be seen by delivery people at the door.
  - Have natural light.



## Emotions

- **We have two responsibilities:**
  1. To ask, 'How are you feeling?'.
  2. To articulate how we are feeling.



## Technology

- **Test your broadband and mobile phone signal** - If they are not up to the job, get them upgraded because your productivity will suffer.
- **Use A.C.E** - To manage your meetings to be effective.