

STRATEGY SESSION TWO: SET UP AN EMPOWERED HOME WORK ENVIRONMENT



YOUR WORKSPACE CHECKLIST.

Create a home workspace that is quiet and functional.

Brainstorm: what items could make your home office even better?

CREATE EXPECTATIONS.

I know you can find a new normal with a high degree of effectiveness. Start by creating realistic expectations for your day.

SET THRESHOLDS

Look at your day and define your day with the milestones below. How much can you get done if your day is...

Excellent.

Solid.

Needs some tweaks.

Look at your week and create two "top-3" lists.

Top three for the day.

1. 2. 3.

Top three for the week.

1. 2. 3.

Top three for the month.

1. 2. 3.



GO DEEPER.

How comfortable are you depending on others?

What can you ask for? Use the list below to jumpstart your thought process.

Time.	A helping hand.
Knowledge.	A break.
Best Practices.	Ideas.
Conversation.	

CREATE A BREAKABLE SCHEDULE.

Describe yourself. How much do you typically depend on your schedule? For now, your schedule may be a bit more "breakable." Let's rewrite your thoughts.

CREATE A SHIFT

As long as I get it done, I won't worry about how this task is completed.

I can get back to this later.

All I need to do is communicate what I need.

If I am flexible, I'll get more done.

It feels messy but this experience is temporary.

I'm leaving some space for your own rewrite!

