Managing Me: Working Smart at Home

Your Daily Planning Routine

Potential questions for planning your day? The idea is not to use all of them but to pick the ones that work for you.

A. Reflecting on the day just past:
   - What are 1 or 2 “wins” from today? (Things I did well. Areas I made progress, challenges I handled?)
   - What didn’t work so well? What have I learnt that I can apply “next time”?

B. Choosing priorities for tomorrow. Potential questions:
   - “What are my Top 3 tasks for tomorrow?” is a good, overall daily planning question. Strive for at least one of these to be strategic/developmental.
   - What else do I want to get done tomorrow? (stay realistic)
   - Who am I going to connect with and how?
   - What am I not going to let distract me? And what’s my plan for reducing this distraction?

C. How? In which order? When & where? Questions to consider:
   - When & where am I going to work on my priorities for tomorrow? (This may be something you did as part of your weekly planning the Friday before.)
   - Is there a challenging task that would feel great to get out of the way early on in the day?
   - Which tasks require more mental effort and should therefore be tackled sooner?
   - Buffer room. Am I leaving enough time to deal the inevitable surprises that will come up tomorrow?
   - Recharge time - when am I going to take breaks/lunch?

Notes on how, specifically, you’re going to apply these components of daily planning:

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Your Daily Kickstart Routine

What morning routine would help you start the day with a positive, resilient and productive state of mind?

Out of the following, what are 2 or 3 things to make a part of your morning kickstart routine?

☐ Some type of physical activity.
☐ Gratitude exercise.
☐ Connecting with People.
☐ Acts of Kindness.
☐ Learning (a Ted talk, podcast, book...).
☐ Reflection.
☐ Mindfulness meditation.
☐ Journaling.
☐ Music.
☐ Humour.
☐ Getting dressed for the office.
☐ Other?

Notes on how, specifically, you’re going to apply these:

__________________________________________________________________________
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Self Managing Your Day

Which of the following do you need to pay attention to? 

A. Reducing Digital Distractions.
   - Turn (all) notifications off.
   - Be clear about when you will - and will NOT - allow yourself to check messages, social media, news, etc. Write this down.
   - Put your phone away in a different physical space.
   - Remove low value apps from your phone.
   - Use apps (like Freedom) to restrict your access to certain sites.

B. Staying Connected.
   - Virtual Team Huddles.
   - Virtual coffee/ lunch.
   - What’s app groups (with a positive theme).
   - Fun competitions.
   - Be intentional. Each day write down 1 or 2 things you plan to do to stay connected.

C. Staying Recharged.
   - When & where are you going to take breaks/lunch?
   - Take lunch away from your desk.
   - Walk, stretch your legs.
   - Involve someone else so you’re forced to take a break.
   - Mindset. See recharge time as a core productivity strategy.

Notes on what, specifically you’re going to do:

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Self Managing Your Day

Which of the following do you need to pay attention to?:

D. **Managing Home Distractions.**
   - Perspective. Embrace the gift.
   - Awareness. Write down your top 3 work at home distractions. (chores, other people, tv, etc.?)
   - Preventative Planning. What could you do proactively, to reduce these distractions?
   - Boundary conversations (don’t assume) with others.
   - Remove low value apps from your phone.
   - Use apps (like Freedom) to restrict your access to certain sites.

E. **Turning Work off.**
   - Create your plan before the close of the previous day.
   - Identify boundaries for work email.
   - Build in reflect time to allow your mind time to process the day.
   - Create a “ritual” to transition from your work day to personal time. i.e. taking the dog for a walk.
   - Mindfulness meditation.
   - Planned recreation activities.

Notes on what, specifically you’re going to do: