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# The Work from Home - Cheat Sheet

## Instructions

Use this handy cheat sheet to highlight areas in your daily routine that you feel could improve. Actions from this exercise will help with your motivation, happiness and general mental health. Simply go down the list and tick off what you feel you do well and at the end review, and list your top three areas to improve on (you could even score list items out of 10). This exercise should only take a few minutes and leave you with an achievable action plan, so let's go..

## Checklist

### Do I..

- Plan a prioritised checklist of tasks each day and tick it off
- Schedule regular breaks into my day
- Attend or arrange regular progress meetings with my manager and team
- Regularly share my achievements with my team
- Remember to celebrate my own successes
- Dress for work every day (even if I have no video meetings)
- Talk to work colleagues about non-work related topics
- Created a space at home defined as my own work zone
- Regularly arrange social occasions with friends and family outside of work
- Set a personal and achievable challenge or fun recreational projects
- Value my health and set aside time to exercise and eat well

## The Plan

### My top 3 Areas to improve..

- .....
- .....
- .....