**WORKING FROM HOME PLANNING AND REFLECTION SHEET**

Start time:

Finish time:

Lunch break:

***Morning check***

🗹 Do you have everything you need to start the day (water bottle, coffee, music etc.)

🗹 Plan your breaks away from the screen

Prioritise tasks on your ‘to do’ list for today:

(write down what you need or who you are going to speak to in order to achieve these)

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| --- |
| 1.  2.  3.  …  … |

***End of day reflection***

What did I achieve today?

(tasks I completed, projects/tasks I started etc.)

|  |
| --- |
| 1.  2.  3.  …  … |

What have I learned today?

(about my way of working/ about my set up/ what works best etc.)

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| --- |
| 1.  2.  3.  …  … |

What went/ worked well today?

|  |
| --- |
|  |

What can I improve/ change tomorrow to increase my productivity/ focus / comfort?

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| --- |
|  |

My ‘TO DO’ list for tomorrow:

|  |
| --- |
| 1.  2.  3.  ...  … |

Well done! Now that you have completed your working day and written down your plan for tomorrow log off and enjoy the rest of your day ☺