



Re-Energise Your Workday

DAILY CHECKLIST

- Planned my breaks
- Worked on the important actions needed to achieve my weekly outcomes
- Put my phone away for part of the workday
- Let people know when I needed to focus on work, without interruptions
- Considered the workload of others before interrupting them
- Tracked and acknowledged the progress I have made.
- Noted one person I helped today and how.

I will embrace the good days and accept the other days.