

# DAILY DASHBOARD & FOCUS

*A cheat-sheet for reflecting on what you need and how to run your day*



INSTRUCTIONS: use the questions in this cheat-sheet to create a daily focus, review how things are going and determine what you need (and need to ask for) in order to work safely, productively, comfortably and sustainably. Feel free to take questions and ideas from this list and create our own dashboard, sticky-note or system for creating daily focus.

## AM I READY TO WORK?

1. Do I feel well enough and **ready** to work? YES or NO
2. Am I **clear** on the work tasks I need to do? YES or NO
3. Do I have practical ways to manage my **focus** and wellbeing? YES or NO
4. Have I been in touch with workmates to **check-in** lately? YES or NO
5. Am I in a position where I can **work safely** (without major distraction)? YES or NO

*KEY: If I answered NO to any questions, what will I do to help me get ready? (TIP: Contact your supervisor)*

## WHAT WELLBEING & PERFORMANCE ZONE AM I IN?

Get Help	Refresh										Keep Well
Empty	1	2	3	4	5	6	7	8	9	10	Energised
Stressed	1	2	3	4	5	6	7	8	9	10	Relaxed
Distracted	1	2	3	4	5	6	7	8	9	10	Focused
Isolated	1	2	3	4	5	6	7	8	9	10	Connected
Hopeless	1	2	3	4	5	6	7	8	9	10	Optimistic
Unsafe	1	2	3	4	5	6	7	8	9	10	Safe

On a scale of 1-10 (with 10 being positive, the best you've ever been and 1 being negative, the worst you've ever been) - choose a number on each of the 6 lines that best describes how you FEEL right now. A score below a 6 indicates that support or strategies are needed

*KEY: If you're in the orange or red zones, call your supervisor and/or implement one of your coping strategies.*

## WHAT'S MY FOCUS & MINDSET?

1. What's my **priority focus** today (major tasks or priorities)? – Write a to-do-list or written plan
2. What information, **help or resources** do I need to help me accomplish my plan
3. What **helpful mindset** will I use today to help me focus and persist in accomplishing my tasks?

## WHAT STRATEGIES WILL ASSIST ME?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Set start and stop times | <input type="checkbox"/> Written plans (lists) | <input type="checkbox"/> Stop, breathe, think |
| <input type="checkbox"/> Taking breaks/refresh    | <input type="checkbox"/> Clarify expectations  | <input type="checkbox"/> Reminder systems     |
| <input type="checkbox"/> Eat breakfast and lunch  | <input type="checkbox"/> Peer support & advice | <input type="checkbox"/> Call my supervisor   |

## BREIFING OTHERS

1. What's been **going well** or according to plan? (even things to appreciate at this time)
2. What's been **a challenge** or something bothering me?
3. What's **my strategy** for managing it?
4. What's important for **my supervisor to know** right now to help and support me in the job?
5. How will I **brief my team/supervisor** on this, and ask for the help or information I need?