

**"FROM RUT TO ROUTINE" REFLECTION RANKING** *If you've set a goal for yourself to get out of a rut and back into a routine that keeps you performing well at work, this ranking exercise can help get you there.*

**PRO TIP:** When you reflect on where you've been and what works and what doesn't, it gives you the opportunity to transition to a change more easily.

## REFLECT ON YOUR WORK HABITS WHILE WORKING REMOTELY

Rank what actions **help** you perform at your best while working remotely.

Write a number 1 next to any action that is a must-do in facilitating your best performance. Write a number 2 next to the actions that are also valuable. Write a number 3 next to the actions that are least important in facilitating your best performance.

- Making sure all my technology is powered up and working properly
- Having a tidy workspace
- Having a workspace that includes a supportive, comfortable chair and other essential equipment
- Taking a shower
- Wearing a fresh outfit (vs. my pajamas)
- Putting on make-up
- Fixing my hair
- Taking regular breaks
- Sending a good morning greeting to coworkers
- Taking a designated lunch break
- Starting at the same time every day
- Stopping all work at a designated time in the evening
- Working out during my former commute time, lunch time or other break
- Occasionally changing up the scenery of my workspace for inspiration by working outdoors, at a café, or somewhere else new
- Exercising daily
- Other \_\_\_\_\_

## REFLECT ON YOUR WORK HABITS WHILE WORKING REMOTELY

Rank what actions **stop** you from performing your best while working remotely.

Write a number 1 next to any action that's sure to put you in a rut. Write a number 2 next to any action that somewhat affects your performance. Write a number 3 next to any action that minimally affects your performance.

- Signing on to work from bed
- Not having a dedicated workspace
- Not having proper equipment, like a supportive chair
- Working in the evening right before bedtime
- Snacking frequently throughout the day
- Working with the TV news on
- Wearing pajamas all day
- Not showering every day
- Forgetting to keep my technology powered up
- Interruptions from household members
- Turning off instant messaging or video chat which limits my social interaction with coworkers
- Household distractions
- Not exercising
- Other \_\_\_\_\_

## REFLECT ON YOUR WORK HABITS WHILE WORKING AT YOUR WORKPLACE

Rank what actions **help** you perform your best for you while working at your workplace.

Write a number 1 next to any action that is a must-do in facilitating your best performance. Write a number 2 next to any action that is somewhat helpful to you in performing your best. Write a number 3 next to any action that minimally affects your performance.

- Planning my day either on paper or electronically
- Meditating on my commute
- Reading emails on my commute
- Listening to a podcast on my commute
- Using my commute as an opportunity to get more physical activity (cycling, walking)
- Keeping my workspace tidy
- Taking a lunch break
- Connecting with coworkers
- Packing my lunch
- Working out at lunchtime
- Taking advantage of the workspace, like a fun break room, cafeteria, or walking path
- Other \_\_\_\_\_

## REFLECT ON YOUR WORK HABITS WHILE WORKING AT YOUR WORKPLACE

Rank what actions **stop** you from performing your best while working at your workplace.

Write a number 1 next to any action that's sure to put you in a rut. Write a number 2 next to any action that affects your performance somewhat. Write a number 3 next to any action that minimally affects your performance.

- Ignoring my coworkers
- Working through lunch
- Not taking breaks
- Cursing my commute
- Taking the day as it comes, instead of planning
- Other \_\_\_\_\_