

Daily resilience working from home checklist

Date:

Morning checklist

YESTERDAY

- How would you rate your overall effectiveness yesterday?
- How would you rate your exercise and movement yesterday?
- How would you rate your recovery, use of breaks and protection of boundaries?
- How would you rate your sleep last night?

SCALE:

Excellent = 10 Average = 5 Terrible = 1

Did you protect yesterday's most important boundary?

YES / NO

TODAY'S MOOD

- How purposeful do you feel today?
- How energetic do you feel today?

SCALE:

Extremely = 10 Middling = 5 Terrible = 1

TODAY'S FOCUS

What are your top 3 priorities for today?

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.....

Do you have small breaks in your day planned?

YES / NO

What is the most important boundary to protect today?

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If you were advising someone else how to handle your day ahead, what would you advise them?

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Evening checklist

What have you achieved today?
(DON'T skip this question and small wins count!)

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Is there anything you can learn from today you could do better tomorrow?

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Can you identify tomorrow's priorities now?

YES / NO

Can you make tomorrow morning easier in any way (for example, clear your desk, write down your priorities, print out your diary)?

YES / NO

Do you have something you are now looking forward to (i.e. this evening)?

YES / NO

What is it?

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