



thrive7 LEADERS

**WEBINAR: HOW TO LEAD THROUGH
THE CORONA VIRUS CRISIS**

WEDNESDAY, MARCH 18, 2020

SHARPENING YOUR STAFF: INSTRUCTIONS FOR STAFF WORKING AT HOME

SET A SCHEDULE - Submit it to your direct report.

- Pencil out your plan for 4 days. Ink in tomorrow's plan the day before
- Don't just make a list - order the list by priority daily

SYNC WITH YOUR BOSS FREQUENTLY.

Text or Call your boss every 2 hours: *"Here is what I have gotten done."*
Go on the offensive - Don't wait for an assignment: *"What else do you need?"*

SET UP A WORK AREA and talk to your family about your work/life rhythm.

SELF CARE IS NOT SELFISH.

"FYI I'm taking some off time now - anything you need before I do?"
Sleep enough and eating something green keeps us positive and purposeful.