

Virtual First: Well-being Kit

## Work-from-home worksheet

| My experience  | Notes | Adjustments to make |
|--|-------|---------------------|
| My style   |       |                     |
| Example: Integrator. I like to do yoga in                                      |       |                     |
| the afternoon, and I do my best thinking in the evenings when it's quiet.      |       |                     |
| My preferred working conditions:   |       |                     |
| Example: I like to have blocks of time each day to do uninterrupted deep work. |       |                     |
| My daily rituals:  |       |                     |
| Example: Making coffee, lunchtime walk.  |       |                     |
|  |       |                     |
| How I've personalized my space:  |       |                     |
| Example: Plants, candle.   |       |                     |
|  |       |                     |
| Ergonomic checklist:   |       |                     |
| Example: Overall pretty good.  |       |                     |
| Knees get sore when I'm standing.<br>Eyes get tired.                           |       |                     |
| My biggest distractions:   |       |                     |
|  |       |                     |
| Example: Slack, phone apps.  |       |                     |
|  |       |                     |
| My preferred break times:  |       |                     |
| Example: Lunchtime, late afternoon.  |       |                     |
|  |       |                     |
| Overall rating and areas to adjust:  |       |                     |
| Example: My work-from-home experience  |       |                     |
| is about 75% there.  |       |                     |