

# THE WFH WEEKLY PLANNER

SIMPLE IDEAS ON HOW TO MAKE A WEEK OF WORKING FROM HOME A SUCCESS - DELIVERING RESULTS AND KEEPING THE TEAM ENGAGED

## MON

**9.30am** virtual team meeting: set out what everyone is working on this week

**10am** create a what's app or MS Teams group for individuals to be able to check in with each other throughout the day, ask questions, connect

## TUES

**9am** team lead to schedule short 1-2-1 calls with each member to touch base (for teams up to 10), as well as a remote 'drop in slot' (communicate this!)

**4.30pm** group web call: round robin, what has worked, what hasn't so far: fast paced and focused

## WED

**10am - 12pm** Drop in slot: Block book some time in your diary for individuals to 'drop in' remotely - this should, of course, not stop them calling you with urgent issues outside of this drop in slot

**3pm** Mid week team catch up: deliverables so far

## THU

**11am** Share client praise for work well done - via email to the entire group, or use QuickTime player (on Mac) or VLC media player 3.0 for windows to record a quick message or video for the team and then email them a link

## FRI

**11am** Share a virtual Friday morning bacon/ veggie buttie together and discuss how the week has gone. Arrange for everyone to make or buy themselves their food and coffee and dial in to a team webcall