

MAKE FLEXIBLE WORK WORK ACTION PLAN



The following are actions leaders at all levels can take to make flexible work work. Which of them are you committed to?

- Engage my team to decide together how and where we can best get our work done.
- Set "paint done" objectives that are clear and connected to a greater purpose and outcome.
- Ask my manager questions to understand my objectives more clearly.
- When work isn't done as expected or on time, coach for accountability.
- Hold myself accountable to the objectives I've agreed to, and reflect on what I can do differently when things go wrong.
- Inform my team if I need help or if I'm worried I'll miss meeting an expectation.
- Create boundaries around work and life at home, even if it's just closing a laptop at the end of the work day.
- Ensure I'm taking care of my own mental and emotional health and engaging in daily self-care.

Plan your next steps:

How important are flexibility and remote work for you / your team?



How much work needs to be done here, in your team/organization?



What barriers might you face?

Who/what might help?

What do you need to learn more about?

What's your next step?
