

1 Biz Step a Day...

Remote Conversations and Productivity

April 2020

The Coaching Business Builder and PlanDoTrack philosophy is:

Daily Steps+ Consistent Action = Momentum

Small actions every day create momentum. Every month for 2020 I'm publishing a monthly calendar of quick 15-minute activities or daily steps, getting you into consistent action to create momentum around the things that matter most to you.

In today's busy world, we often get so busy **Reacting**, that we don't have time to be **Proactive** about the things that are important to us. It is these proactive activities that usually move us ahead in the long-term, often one-step at a time.

These daily prompts are geared to nudge you into daily steps and consistent 15-minute windows of action. This month we focus on **setting up for remote work. Whether it's due to economic or health pressures, political or global talent, professionals of all kinds are working remote these days.**

These monthly sprints are intended to be a 15-minute blitz. Set your timer and see how far you get.

DAILY PROMPTS – APRIL 2020

Our focus this month continues to be on remote work. March's focus was on **setting yourself up for remote work success. This month is all about getting you focused on what's important and is going to help you with being productive .** What are the things that are going to help you expand your remote work focus and impact? Here are some daily prompts to support your focus:

- 1 Make a list of your top goals for the month. Take stock of last month's achievements. What was the main thing you got done? What are you committed to doing this month? This quarter?
- 2 Clarify expectations with those you work with, especially for work in the remote space. Set, or revisit, expectations in terms of hours of work, personal and work device use, outputs expected, communication.
- 3 Consider the priorities you need to be focusing on this month. How do they connect in with others? What clarity do you need to create around priorities and outputs?
- 4 What routines are going to support you this month? Consider the routines that supported you during Q 1 and which ones need a tweak.
- 5 What boundaries are going to serve you this month? What are you noticing about your hours of work and how productive you are?
- 6 Connections – reach out to someone today for a conversation. Send an email to someone you haven't connected with in a while. Reach out via other social media channels to see how folks are doing.
- 7 Consistency – Consistency is one of the 7 Remote Enablers. What are you doing consistently that is having impact? What changes do you need to make? Pick up a copy of the Remote Working Whitepaper at <https://www.RemotePathways.com/resources.html>.
- 8 Look at your systems today -what needs attention or more focus?



- 9 Clarify one major task you have on the go.
- 10 Communication – Revisit one of the key communications you have -what needs to be made more clear?
- 11 Focus – Take 15 minutes of focused effort on a key task today.
- 12 Feedback – What feedback do you need from others? When was the last time you provided feedback to those you work with about what’s working well, and what changes you could make?
- 13 Creative process – What’s something new or different you can learn today? Where might it be useful to get into a new creative groove?
- 14 Project Blitz – look at the projects you have on the go. What needs to be communicated? What needs to be completed? Take 15 minutes to do that now.
- 15 Clear the desk – Look around and note the piles or items that need to be sifted through.
- 16 Follow-up – What items need follow up? Spend 15 minutes noting and acting on loose ends.
- 17 Connect in with others – Isolation can be a significant factor for many remote workers. Who do you want to reach out to today, or bring together for a call?
- 18 Focus in on planning today. What projects, tasks or activities need a focus?
- 19 Find a new space to do calls from OR clear your background.
- 20 Free Action Day – What do you really want to cross-off your list? Is there something you haven’t tackled yet?
- 21 FUN – What can you be doing today to cultivate a bit more fun!
- 22 Communication -what’s the communication you want to focus on?
- 23 Self-renewal. Give yourself the gift of focus today.
- 24 Open Day – What needs attention/updating or action?
- 25 Book/Schedule a meeting with your team. Celebrate your successes. Identify things which need attention and schedule them in.
- 26 Outreach by phone or other platform (web streaming). Thank your partners. Listen for their needs and feedback.
- 27 Review your plans for next month. Are the plans detailed? Prioritized? Are they scheduled?
- 28 Open Day. What needs attention/updating or action?
- 29 Review what worked for you this month, noting what you achieved and what’s no longer on your list. What needs to be carried forward or scheduled for future months? Schedule it now.
- 30 Review what metrics you have been tracking. Note changes for next month.
- 31 Celebrate and note your learning. What’s shifted in your business this month?

If you want to take an even deeper dive around the topics listed here, consider checking out the posts at the Coaching Business Builder Blog at www.CoachingBusinessBuilder.com, or if you are a virtual or remote worker, look at www.PlanDoTrack.com. Both books are now available at the Potentials Realized store.

If you are looking to grow your skills in the area of virtual facilitation to lead better virtual calls, virtual retreats, virtual team building sessions, consider joining us for the Virtual Facilitation Essentials program (approved for 8.5 CCEs). One day sessions offered several Wednesdays of each month.

Share with others your **#1BizStepaDay** on Instagram or other social media channels using the hashtag **#1BizStepaDay**. You’ll also want to follow the **#90DaysPlanDoTrack** series on Instagram **@CoachingBizBuilder**. Enjoy!

Jennifer Britton - Potentials Realized | Co-host of the Remote Pathways Podcast

