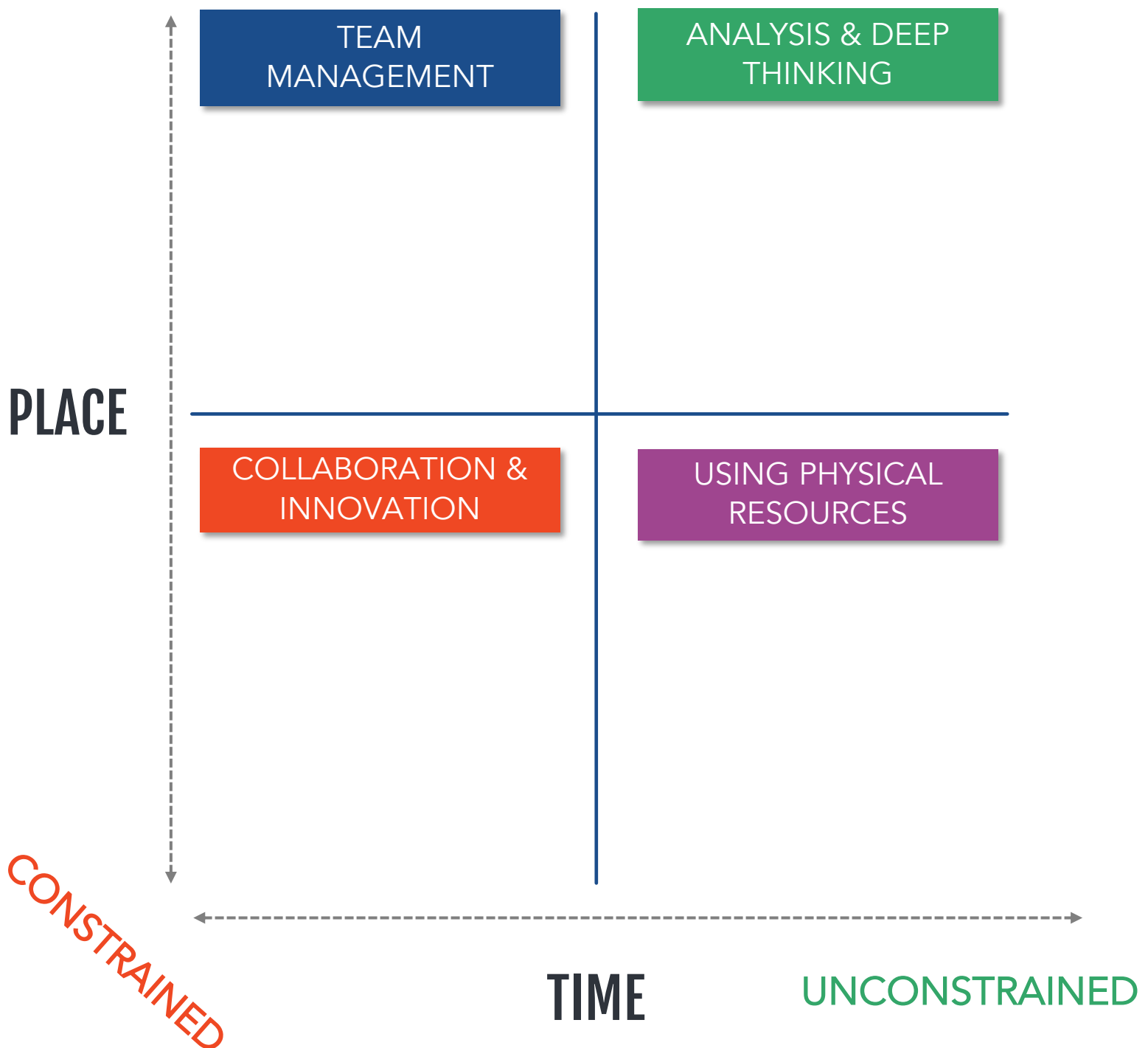


WHERE & WHEN TO WORK

Sort all your work tasks into the following categories to understand where and when you should be doing each activity. **Collaborate with your colleagues** to make sure that you are maximizing your time together



SUCCESSFUL HYBRID MEETING PREP



Use the prompts below to **prepare for an upcoming hybrid meeting**. Consider how you will define success (the goal) for the meeting, as well as how you will navigate any challenges.

WHO WILL BE JOINING AND FROM WHERE?

Name	In office?	Remote?	Not sure?

THIS MEETING WILL BE A SUCCESS IF:

CHALLENGES THAT MIGHT ARISE:

PLAN FOR RESPONDING TO CHALLENGES:

EXPECTATIONS



What are your **expectations for yourself and others** in this meeting? How will you clearly express these expectations before and during the meeting?

My expectations around timing, resources, people, and issues.