The Pandemic Handbook
TOGETHER WE ARE STRONGER
**WEEKLY/DAILY ACTION PLANNER**

Start with smaller projects first. This helps achieve a sense of accomplishment and provides motivation for more complex projects.

Clear out, tidy, or decorate your office or workspace, training bag or car.

Acknowledge and start to work your way through the “avoidance list” of things you know need to get done: paper work, client reports, reordering materials, paying a few bills, or even calling creditors to discuss terms.

Professional self-care also means scheduling in breaks for yourself, and it means incorporating the insight you’ve gained from the other aspects of self-care into your work. With greater balance and awareness comes reduced stress and better output and productivity. Allow yourself to take a mental health day once in a while. That will vary for each of us. Upholding the ethics of our field can be draining. Recognize when you need to take that professional break, and let yourself breathe and relax as much as possible. It’s natural to be stressed and worry, but it doesn’t solve anything, and can hamper productive thinking.

Bottom line, lots of change requires stepping back regularly and assessing, then acknowledging what you feel and need. Not a bad idea anyway, but especially in times of real stress it’s imperative. You have a tribe in IAABC and other training and behavior groups. *Don’t be afraid to lean on your tribe!*

**Using this planner**

**Priority**

- Set the priority of a task for how it feels now. The priority might change, and that’s fine.
- Set your tasks as: 4 - I’m stuck, I need help, 3 - High, 2 - Medium, and 1 - Low.
- We all have #4 tasks. Reach out to your community for help when you’re stuck or overwhelmed, and be there for others when they need it in return.

**Project**

- Is this relating to finance? Tech? Client communication?

**Task**

- What exactly do you need to do? If there are many steps, jot them down in approximate order.
- If it feels like too many steps, make each one a task so you can see you’re getting somewhere as you check them off.
Due
• When does this need to be completed?

Time
• It’s incredibly important that you estimate time in minutes. No one can complete 4,000 minutes of work a day or a week.
• By writing down estimated time, you can distribute tasks throughout the week to set reasonable time goals for each day.
• 5 hours max

E/N/D
• Will this task Energize you? Is it Neutral? Will it Drain you?
• Just like with time, you need to distribute the quality of tasks throughout a week or day so that you’re not left completely drained without anything that energizes or reinforces you also in that time period.

Assessing priority
It’s very easy to feel like everything is high priority and on fire. It’s also easy to feel like there’s no point in even trying sometimes.

Just like with training, It’s important to remember that successive approximations are the easiest, best way to succeed. Break things down into doable increments. Check them off as you go – that’s the best part, and really reinforces all the hard work you’re doing.
“The world is indeed full of peril, and in it there are many dark places; but still there is much that is fair, and though in all lands love is now mingled with grief, it grows perhaps the greater.”

— J.R.R. TOLKIEN