

# THE MORNING CHECKLIST

Are you okay? Make sure to tick off your checklist when starting your day. This will give you a chance to **prepare** you for the day ahead.

For advice and information  
[oscarkilo.org.uk](http://oscarkilo.org.uk)



**1**

Welcome, **thank you** for being here today. We need you.

**2**

Do a scan of your colleagues, **is everyone ok?**

**3**

**Plan your day;** what tasks must you do, what should you do, what could you do and what won't you do?

**4**

Do you need to send that email? Can you **pick up the phone** instead?

**5**

You will be less productive if you don't take your lunch break.  
**Fact.**

**6**

Don't forget to **laugh today.** We do forget.

**7**

Remember, they are probably stressed too.  
**Be kind.**

**8**

**You will make a difference** to somebody today, even if you don't realise it.