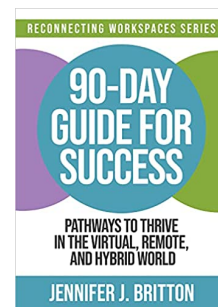
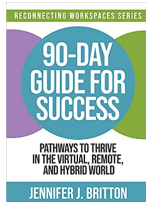


90-Day Guide for Virtual, Remote and Hybrid Work Success

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|--|-------------------------------------|-----------------------------|---------------------------------------|--------------------------------|
| WEEK 1-FOUNDATIONAL FOCUS: TRUST | | | | | | |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
| Welcome. Getting Started. | You—Areas of Focus, Getting Clear on Your Role. | Remote Work: Similarities, Differences, Advantages | Vision | Setting Up Your Office | Building Trust and Relationships | Team Effectiveness |
| WEEK 2-FOUNDATIONAL FOCUS: CONNECTION | | | | | | |
| <input type="checkbox"/> 8 | <input type="checkbox"/> 9 | <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 | <input type="checkbox"/> 13 | <input type="checkbox"/> 14 |
| Goals | Core Skills for Success | Relationship Building: Your Boss | Relationship in Focus: Your Peers | Context and Navigating VUCA | Strengths | Communication |
| WEEK 3-FOUNDATIONAL FOCUS: CLARITY | | | | | | |
| <input type="checkbox"/> 15 | <input type="checkbox"/> 16 | <input type="checkbox"/> 17 | <input type="checkbox"/> 18 | <input type="checkbox"/> 19 | <input type="checkbox"/> 20 | <input type="checkbox"/> 21 |
| Systems for Working remote | Planning | Personal Brand | Time Management and Staying at Peak | Motivation | Prioritization | Teams in Focus: Types of Teams |
| WEEK 4-FOUNDATIONAL FOCUS: LEARNING BY DOING | | | | | | |
| <input type="checkbox"/> 22 | <input type="checkbox"/> 23 | <input type="checkbox"/> 24 | <input type="checkbox"/> 25 | <input type="checkbox"/> 26 | <input type="checkbox"/> 27 | <input type="checkbox"/> 28 |
| Styles | Metrics Matter | Project Management | Networking | Personal Productivity | Focus (and Attention) Getting It Done | Teams in Focus: Matrix Teams |



| WEEK 5—FOUNDATIONAL FOCUS: RESILIENCE AND CHANGE | | | | | | |
|--|-----------------------------------|---|-------------------------------------|--------------------------------|-----------------------------|--|
| <input type="checkbox"/> 29 | <input type="checkbox"/> 30 | <input type="checkbox"/> 31 | <input type="checkbox"/> 32 | <input type="checkbox"/> 33 | <input type="checkbox"/> 34 | <input type="checkbox"/> 35 |
| The Iceberg: Introduction and Values | Mentoring and Month One Check-In | Obstacles and Challenges | Troubleshooting and Decision Making | Getting Unstuck | Coaching | Teams in Focus: Team Identity and Culture |
| WEEK 6—FOUNDATIONAL FOCUS: LONELINESS | | | | | | |
| <input type="checkbox"/> 36 | <input type="checkbox"/> 37 | <input type="checkbox"/> 38 | <input type="checkbox"/> 39 | <input type="checkbox"/> 40 | <input type="checkbox"/> 41 | <input type="checkbox"/> 42 |
| Iceberg: Beliefs, Habits | Boundaries | Getting Organized | Change and the Dip | Routines | Problem Solving | Teams In Focus: Performance Measures and Roles |
| WEEK 7—FOUNDATIONAL FOCUS: LEADERSHIP | | | | | | |
| <input type="checkbox"/> 43 | <input type="checkbox"/> 44 | <input type="checkbox"/> 45 | <input type="checkbox"/> 46 | <input type="checkbox"/> 47 | <input type="checkbox"/> 48 | <input type="checkbox"/> 49 |
| Assumptions | Perception Does Not Equal Reality | The Messy Middle and Mid-Point Check-in | Influence | Empathy | Presentations 101 | Teams in Focus: Team Practices and Commitment |
| WEEK 8—FOUNDATIONAL FOCUS: FOCUSING AND GETTING THINGS DONE | | | | | | |
| <input type="checkbox"/> 50 | <input type="checkbox"/> 51 | <input type="checkbox"/> 52 | <input type="checkbox"/> 53 | <input type="checkbox"/> 54 | <input type="checkbox"/> 55 | <input type="checkbox"/> 56 |
| Mindset | Ongoing Learning | High-Leverage Activities | Meetings 101 | Get It Done: Consistent Action | Collaboration | Teams in Focus: Tools in Your Toolbox |



WEEK 9—FOUNDATIONAL FOCUS: ADDITIONAL CONVERSATIONS TO HAVE

| | | | | | | |
|-----------------------------|-----------------------------|-----------------------------|--|-----------------------------|-----------------------------|---|
| <input type="checkbox"/> 57 | <input type="checkbox"/> 58 | <input type="checkbox"/> 59 | <input type="checkbox"/> 60 | <input type="checkbox"/> 61 | <input type="checkbox"/> 62 | <input type="checkbox"/> 63 |
| Virtual Conversation Skills | Feedback | Difficult Conversations | Troubleshooting and Month Two Check-In | Pitfalls | Negotiation | When Are You at Your Best? Circadian Rhythm |

WEEK 10—FOUNDATIONAL FOCUS: TECHNOLOGY

| | | | | | | |
|-----------------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 64 | <input type="checkbox"/> 65 | <input type="checkbox"/> 66 | <input type="checkbox"/> 67 | <input type="checkbox"/> 68 | <input type="checkbox"/> 69 | <input type="checkbox"/> 70 |
| Reliability | Alchemy, Blends, and Follow-Up | Visibility | Productive or Busy? | Conflict | To Do/Not to Do | Chunk It Down |

WEEK 11—FOUNDATIONAL FOCUS: TRICKY ISSUES

| | | | | | | |
|-----------------------------|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 71 | <input type="checkbox"/> 72 | <input type="checkbox"/> 73 | <input type="checkbox"/> 74 | <input type="checkbox"/> 75 | <input type="checkbox"/> 76 | <input type="checkbox"/> 77 |
| Memorability | Micro-Monitor: Challenges and Opportunities | Intercultural Mindset | Delegation | Working across Time Zones | Simplify and Keep It Simple | Co-Working |

WEEK 12—FOUNDATIONAL FOCUS: EXPERIMENTATION

| | | | | | | |
|---------------------------------|----------------------------------|-----------------------------|----------------------------------|-----------------------------|-----------------------------|--|
| <input type="checkbox"/> 78 | <input type="checkbox"/> 79 | <input type="checkbox"/> 80 | <input type="checkbox"/> 81 | <input type="checkbox"/> 82 | <input type="checkbox"/> 83 | <input type="checkbox"/> 84 |
| Leveraging Your Support Network | Lightbulb Moments and Innovation | Flexibility | Renewal/Release Valve/Well-Being | Experimentation | What's Beyond the Screen | What Doesn't Get Scheduled, Doesn't Get Done |

WEEK 13—FOUNDATIONAL FOCUS: MOVING IT FORWARD/TRACK

| | | | | | | |
|-----------------------------|--------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 85 | <input type="checkbox"/> 86 | <input type="checkbox"/> 87 | <input type="checkbox"/> 88 | <input type="checkbox"/> 89 | <input type="checkbox"/> 90 | <input type="checkbox"/> 91 |
| Integration | Remote ≠ Disconnected: DNA of Remote | Track | Questions | Creativity | What's Next? | Bonus: Wrap It Up |

