Coaching and Discussion Guide - *Focus*

RemotePRO

Focus is the extent to which an employee is goal-oriented, has a high sense of drive, strives to improve, sets goals, and then tries to meet or exceed them.

This coaching and discussion guide can help you conduct effective employee coaching sessions to document and keep track of the commitments made together and to make sure follow through happens and action plans are aligned with job/role priorities.

Recommendations for Employee: This section provides suggestions for development activities to help make the employee more successful with this RemotePro dimension.	Action Plan: Clearly define job responsibilities, tasks to be completed, and deadlines.
Focus	
For work that requires concentrated attention; • Schedule blocks of **project time** on your calendar to avoid interruptions - mark time as unavailable. • Consider implementing "**protected time**" on your calendar when working on big projects - span of a couple of hours you'll dedicate to the desired task so no one schedules appointments or meetings over this time.	*Ask:* • *What do you think of these recommendations?* • *What else can you do to allow yourself the time needed to focus on important projects and tasks?* • *Are you willing to try these?* • *When will you start?* • *What can I do to support you?*
Take **frequent breaks** to avoid burnout - stand up and move around every hour, even if it is something as simple as going for a glass of water in the kitchen or taking a short walk outside.	
Be aware of your "**peak hours**" - hours when you are at your most alert and productive. Work on involved tasks when you're best equipped to perform at a high level.	
Tasks	
When planning for task completion, **allow time** for unexpected interruptions from family, friends or co-workers, other tasks to pop-up, etc.	*Ask:* • *Do you do this now? If so, is this still an issue for you?* • *How do you think you can be more successful, more in control of your time, in this particular area?* • *What can I do to support you?*
Avoid **procrastination** on tasks - it is easy to get distracted in a remote work environment. Being proactive with tasks will allow you extra time in case priorities or circumstances unexpectedly change.	
Workspace	
Set up a location where you can work remotely with as **few distractions** as possible. • Make it clear to family/friends when you cannot be disturbed. • Keep an organized workspace to minimize possible distractions.	*Ask:* • *Tell me about your current workspace set up?* • *What do you need to do to help eliminate distractions?* • *By when do you think you can have this done?* • *What can I do to support you?*