



*“Achieving
Peak
Performance
While Working
Remotely”*

NAVIGATING CHANGE PROPELLING OURSELVES TO ACHIEVE PEAK PERFORMANCE



LIVES IN TRANSITION: MOVING FROM CHANGE TO CHANGE

For all of us, our lives are in transition in a way we may have never experienced before. Almost daily, we have to adapt our lives to protect ourselves, our loved ones and our communities from the coronavirus. Life as we know it is changing constantly for better, or for the worse, depending on how we look at it. Although the changes may be viewed as unwelcome, we have the choice to view the situation from a “glass half-full or half-empty” perspective or an “opportunity or threat” point of view.

The Choice Is Ours!

PROPELLING OURSELVES TO PEAK PERFORMANCE

The Good News is that you can propel ourselves to P.E.A.K. Performance:

Prepare ourselves to achieve peak performance.

Empower ourselves for excellent execution.

Activate the right attitudes, abilities and actions.

Kindle our desire for professional and self-knowledge.

MANAGERS

MANAGING FROM A DISTANCE: ENERGIZING YOUR TEAM

SHARE INFORMATION

Share Critical Information: Share task assignments, performance goals, priorities, expectations, quality standards and timelines; allow team members to give their input in order to promote buy-in and opt-in; consider their views, domestic situation and preferences when assigning tasks. **Communicate!**

STIMULATE SUCCESS

Set Up Team for Success: Give them technological and other work tools; provide correction, tips and coaching; encourage and praise; inspire and excite team about achieving peak performance and enjoying the new work experience. **Achieve!**

STIMULATE STRETCH

Stimulate Stretch: Challenge team members to find ways to do tasks better, easier, quicker; encourage them to discover a new ability/talent or improve an existing one; drive them to overcome every obstacle; inspire them to go the distance to achieve their goals and exceed set expectations. **Improve!**

TEAM MEMBERS

MANAGING YOURSELVES FOR PEAK PERFORMANCE

ESTABLISH YOUR BOUNDARIES AND PREPARE YOUR BORDERS

Set Workspace Borders and Time Boundaries: Create a suitable workspace; get suitable technology and software and learn how to use them correctly; imitate regular work self-preparation routine - shower, get dressed, etc.; set real work hours; minimise allowing work or domestic activities to creep into each other's time. **Imitate!**

EMPOWER YOURSELVES FOR EXECUTION

Plan to Work and Work According to Plan: Ensure that you fully understand your assignment and how it is to be done; review your assigned task; create a prioritized to-do-list, an action plan and a work schedule; seek beneficial self-knowledge and professional knowledge; complete assigned tasks according to set requirements; evaluate your plan and your performance at the end of the day; start planning for the next day; plan for continuous improvement. **Perform!**

EXERCISE WISE CHOICES

Choose the Right Attitudes and Actions: Choose to remain positive; choose your attitude and ensure that it is one that will energize you and keep you focused on achieving your goals; focus on what you can do rather than on what you cannot do; do what is in your power; find ways to differentiate yourself in your performance and work quality; go the distance to complete tasks and exceed expectations. **Self-Motivate!**

*Before you are a leader, success is all about growing yourself.
When you become a leader, success is all about growing others. Jack Welch*