Welcome to our first edition of Follow-up Friday.
This newsletter style publication will highlight Learning and Organizational Development (L&OD) efforts over the past week as a wrap up and reminder of the concepts and discussions that took place.

**L&OD WEEKLY SCHEDULE**

L&OD has initiated the following points of contact as our way to stay connected and support the continued work and efforts of University employees as we continue telecommuting. All of these resources are available on the UTK HR website under COVID-19 Resources/Telecommuting Resources.

**Mindset Monday** - This will be a brief message with deeper reflection questions to prompt self-reflection as employees engage in the new work week.

**Telecommuting with Children Tuesday** - Weekly Zoom sessions to support work from home with children in the house. These are recorded for repeated viewing or viewing at another time.

**Professional Development Wednesday** - Weekly Zoom sessions focused on professional development. These are recorded for repeated viewing or viewing at another time.

**Takeaway Thursday** - A pre-recorded video focused on deeper exploration of one area of specific content presented in the Wednesday Leadership Development session from the week prior. These video posts will examine what does that concept look like and what does it sound like in action.

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**EXTRAORDINARY, ATTENTION AND GRATITUDE**

Are you paying attention to what is extraordinary in your life and are you grateful for that? Think about the word itself...extraordinary. It is defined as **very unusual or remarkable**. That is what makes it 'extra'. What extra have you noticed this week? Is it the effort of a family member, a friend, a coworker? Have your children or children you know exhibited unexpected characteristics of adaptability or resilience in their extended at home time? Has something happen unusually? Did a coworker offer support, a listening ear, did you share a laugh? Often we overlook and take for granted extra things when our attention is not focused on really noticing the extra. Turn your focus to the good actions and intentions of others and look for the extraordinary. Human nature tells us that when we look for something we are likely to find it. Please don't overlook the extra, by simply focusing on the ordinary we expect. Take time to intentionally look for and find the extra. When we do we will experience the benefits of gratitude for what we see and what we have.

**HEALTHY BOUNDARIES AND DISCONNECTS**

Are you setting healthy and distinct boundaries between your work and home life or is your attention constantly being shifted moment to moment between work and home? Are the boundaries grey and constantly moving? For your own health and productivity, take regular breaks. Draw hard lines between work and home by taking regular and distinct breaks from your work. Develop a routine in which you stretch, move, walk and clear your mind. Breaks often mean snacks, make wise choices. There are unwise choices and there are stress reducing and productivity enhancing snacks. Check the Wednesday, April 15, Take a Break session for more information!

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