Welcome to 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
Click here to visit telecommuting resources

<table>
<thead>
<tr>
<th>MINDSET MONDAY’S</th>
<th>TELECOMMUTING WITH CHILDREN TUESDAY’S</th>
<th>PROFESSIONAL DEVELOPMENT WEDNESDAY’S</th>
<th>TAKEAWAY THURSDAY’S</th>
<th>FOLLOW-UP FRIDAY’S</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6: Zoom-“itis”</td>
<td>May 13: Guest Session-Public Information</td>
<td>May 20: Checking In too much or too little Employee/Supervisor Updates</td>
<td>May 27: Zoom celebration</td>
<td></td>
</tr>
</tbody>
</table>

Professional Development Topics:

**Friday’s Follow-up:**
- **Telecommuting with Children**
  - Caring for self is very important and will help us care for others

**Monday’s Mindset:**
- “Setting Priorities for Work”

**Tuesday’s Telecommuting with Children:**
- "Learning & Organizational Development"

**Wednesday’s Professional Development:**
- "Disconnection: Zoom-‘itis’"

**Thursday’s Takeaway:**
- "Consideration for the week: Professional Development Topics:"
  - Checking In too much or too little
  - Guest Session-Public Information

---

**Setting Priorities for Work**

Setting priorities is an effort to create purpose and planning to your daily work. We saw this week that this quote is quite powerful: “People who can focus, get things done. People who can prioritize get the right things done.” When considering your priorities, consider your own perceptions of Urgency and Importance. As you interpret these, you must also understand the impact they will have as you plan your day.

- **Important and Urgent** - these demands require management and attention. These demands do arise and can be very legitimate. Your ability to discern accurately what falls in this category will help minimize your stress, burnout and a fire-fighting mentality.
- **Important and not Urgent** - these are the place for planning and opportunity. Impact for these demands is not felt immediately. Longer range work is done here where time can be taken to develop strategy in alignment with your values. In terms of improvement and growth, this is where we should spend the bulk of our time.
- **Urgent and Not Important** - these demands are often not your emergencies. Interruptions and busy work often clog up our days and keep us from our impact work. These demands are often not in our control.
- **Not Urgent and Not Important** - these are trivial and wasteful activities. Honor your productive work cadence and don’t engage in these activities during the times you are engaged in working. If you discover a pattern of mindless activity (Television/Facebook, etc.) during work time, reflect on your cadence and behaviors to minimize the impact these can have on your work day.

**Telecommuting with Children**

As you reflect on children in your care do you see behaviors in them that are true for you as well. Are you seeing frustration and anger in them?
- Things that are hard for children are also hard for adults and can lead to our own frustration and anger:
  - Hunger & thirst, feeling scared, not feeling well, change of routine, feeling ignored, feeling tired/too busy.
  - Possible triggers that bring out frustration or anger in us.
  - The news, lack of freedom, noise, spills, school at home, sibling relationships, to-do lists.
- Our self care behavior strategies:
  - Watching a favorite movie/TV show, listen to music, ask for help, stay hydrated, cooking a favorite recipe.
  - Disconnection from media, pausing and breathing, noticing the good, a relaxing shower, slowing down & resting.

If we can not recharge, connect, move, rest, feel appreciated, we also can be depleted, angry, tired, unhappy or anxious. **Watching children in our care can also help us watch ourselves.**