

# Remote Engagement Planner

Use this planner to set small, manageable goals to support your energy, focus, and connection while working remotely.

## Daily Commute Cue

Choose a short ritual to signal the start of your workday (e.g. walk, stretch, soundscape).

My commute cue: \_\_\_\_\_

## Priority Focus Blocks

List your top 3 priorities for the day and assign a focus time.

Priority Task

Focus Time

Complete ✓

_____	_____	_____
_____	_____	_____
_____	_____	_____

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## Connection Points

Plan a social or team interaction to support connection.

Today I will check in with: \_\_\_\_\_

## Energy and Rhythm Reset

Choose one recovery or rhythm-boosting action to try today:

- Stand and stretch before a call
- Use a soundscape
- Take a 2-minute walk
- Other: \_\_\_\_\_

## Daily Wrap-Up

End your day with a moment of reflection.

Today's Micro-Win: \_\_\_\_\_

What I'm grateful for: \_\_\_\_\_