

# BACK TO SCHOOL

## PARENT EMPLOYEES- How are you doing?

**PARENT EMPLOYEES -**  
Rate yourself by filling in each section on the pie.

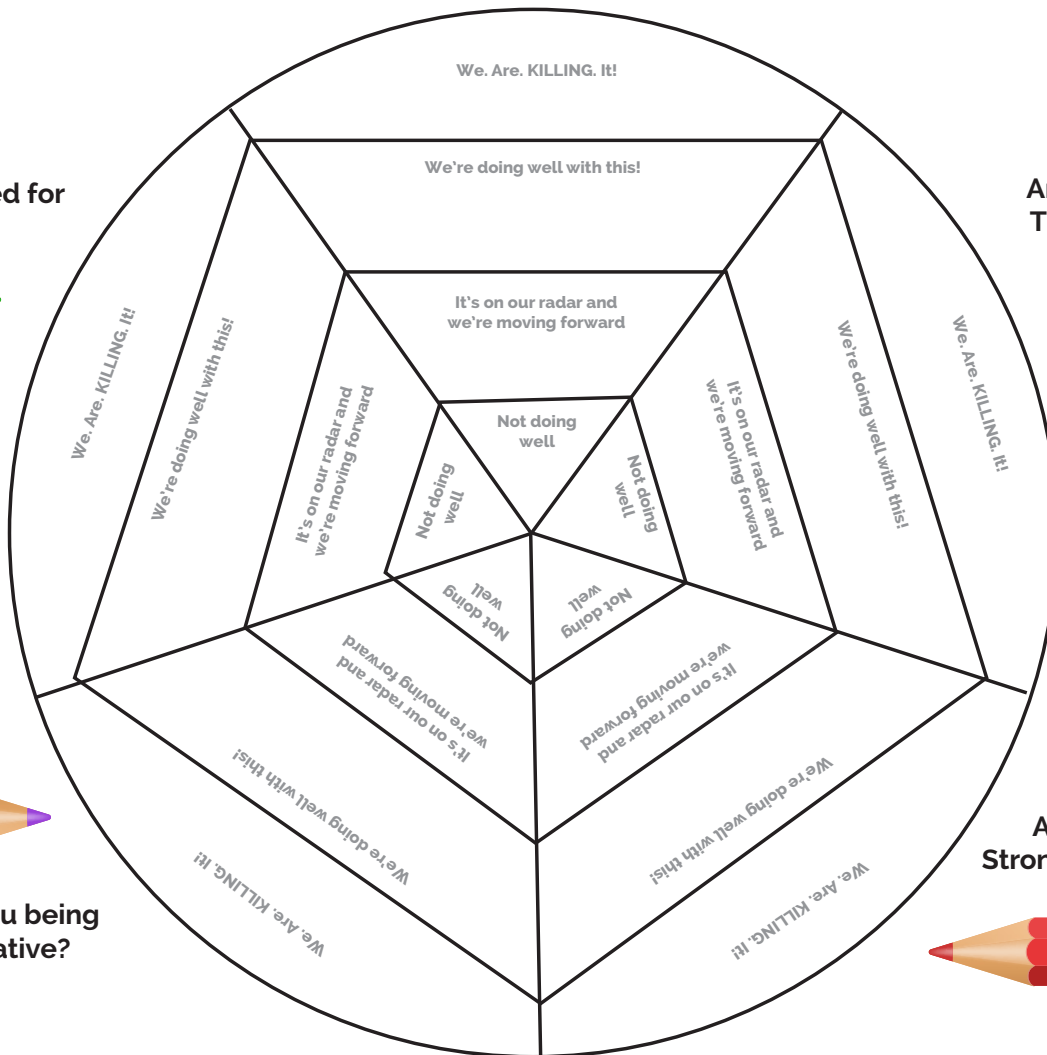
Are you Prepared?



Have you Asked for Help?



Are you being Trustworthy?



Print this guide as tool to use during your weekly family and employer check-ins.



# Be **PREPARED**

What is my plan for each day?

What is my expectation of my supervisor's and family members availability and responsiveness?

What is my expectation of my work productivity?

What can I do to set myself up for success?

What are my work hours and boundaries?

What communication agreement do we need to put in place?

# Ask FOR HELP



At home, who can I ask for help and for what? When will I ask? What might I offer in exchange for this help?

At work, who can I ask for help and for what? When will I ask? What might I offer in exchange for this help?

 **Be CREATIVE**

What are the challenges we need to solve?

What are our limitations?

What are the assumptions and facts?

What is our tolerance for failure in experimenting with new things?

What would it mean if a new idea succeeded?

# Be **TRUSTWORTHY**

How do I build trust with my employer/supervisor/family?

What would help to improve my trust in these people/groups? How will I communicate this?

Have can I been a trustworthy employee/family member?

What can I do to build my supervisor's/family member's trust in me? How will I communicate this?

# Be A STRONG COMMUNICATOR



Is my employer/family confused about or unaware of anything at this time that is creating conflict? How can I fix this?

What tools and resources do we have for communicating with these people/groups? Are we using them effectively?

Have we named our expectation for availability and responsiveness to communication with these people/groups? Am I holding myself to this same standard?

How can I be better at communicating with clarity?