# 

# **Activity 1 A day in the life of: typical day task analysis**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks undertaken**  ***(work methodically through typical day start to finish)*** | **Resources needed to get it done *(tech, human or financial)*** | **What could possibly go wrong?** | **Workarounds** |
| *e.g. Open email and address urgencies* | * *Laptop to access* * *Records management system to save* * *Printer if preferred* | * *Laptop breaks* * *Records system glitches* * *VPN/home WiFi fails* | * *Install Outlook on phone* * *Use personal computer* * *Save emails to desktop and restore to central records system regularly when available/OneDrive* * *Use a safe, available alternative for WiFi (within privacy)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Activity 2 Outcomes to maintain or enhance

|  |  |  |
| --- | --- | --- |
| **Business** | **Team** | **Individual** |
| * *Productivity (quantify if able)* * *Responsiveness (quantify if able)* * *Stakeholder feedback remains positive* * *Capability maintained* | * *Positive team culture* * *Cooperation to achieve outcomes and flexibility* * *Sense of belonging* | * *Skills development* * *Career opportunities* * *Work-life balance* * *Efficient use of time* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |