

Hybrid Workplace Success Planning Worksheet

1. Hybrid Reality Check

Where am I thriving in hybrid work?

Where am I struggling?

What patterns do I notice across environments?

2. My Hybrid Strengths

List 2-3 strengths that help you succeed in hybrid work:

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3. Growth Areas

Identify 1-2 areas you want to improve:

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4. Communication Strategy

One communication habit I will improve:

When will I use message vs call vs video vs in-person?

5. Visibility Without Burnout

How will I keep my work visible without overworking?

What updates or check-ins will I implement?

6. Consistency Across Environments

What routines will I use regardless of location?

Start-of-day routine:

End-of-day routine:

7. Burnout & Boundaries

What boundary do I need to strengthen?

What will I stop doing?

What will I start doing?

8. Connection & Belonging

Who is one person I will intentionally connect with each week?

How will I build stronger relationships?

9. Loneliness Awareness

When do I feel most disconnected?

What is one action I can take to increase connection?

10. Action Plan

My 3 commitments:

1.

2.

3.

When will I start?

How will I hold myself accountable?