

# Going home checklist

It is important that all our staff are supported and take care of themselves. We know especially at this difficult time that it can be hard to leave work issues behind at the end of the day. Below is a practice you should use to help you to leave your work at the end of your shift to allow time to rest and to recharge your batteries.

➤ **Take a moment to think about today**

What did you do, who did you support, who have you talked to.

➤ **Acknowledge one thing that was difficult during your working day – let it go**

What is that thing that you wish you had done or said differently, recognise what you could have done better and let it go – don't dwell on it.

➤ **Consider three things that went well**

Look at all the things you have accomplished today, sometimes it can be as simple as getting up, going to work and make someone smile.

➤ **Check on colleagues before you leave**

If you can, ask your team mates how they are.

➤ **Are you ok? There is support for you**

It is important to acknowledge any concerns, fears, worries etc. that you have. There is support there for you, you can contact your practice leader, on-call manager or members of the people team if you need to talk.

➤ **Now switch your attention to home to rest and recharge**

It is important that you look after yourself. Allow “you time” to ensure that you get the rest time that you need and recharge your batteries.