

The Working Day

The working day can be a pleasurable and stress-free experience – or it can be the complete opposite! We can do a lot to smooth our own path – let Deaf Umbrella help you to have a stress-free day!

- ✓ Create your own “working bible” – a quick reference guide to anything which may be useful in the future... journeys you may have to repeat, tricky access arrangements for certain buildings. Keep us up to date via your feedback – the information could be useful to your colleagues too!
- ✓ Carry a notebook at all times – it will help you to keep a track of your day
- ✓ Carry feedback sheets with you – you can always complete these on the journey home
- ✓ Invest in a smart phone! There are so many options now, and they are getting cheaper all the time.
- ✓ Always have the means to contact the Office.
- ✓ Always carry an “emergency kit”
 - Umbrella / Pac-a-Mac
 - Spare tights (ladies we assume!)
 - Tissues, plasters, nail file, breath fresh mints (not gum – where will you dispose of this?)
 - Safety pins and/or needle & thread
 - A bottle of water – do not let yourself dehydrate
 - Pocket first aid kit for personal use
- ✓ Ensure you have sufficient funds in case your journey plans change or you need to go to a last minute booking and buy an additional ticket.
- ✓ Allow yourself plenty of time – emergencies occur when we least expect them.
- ✓ Check TFL to see if there are any tube line closures or other disruptions to services.
- ✓ Finally - Plan, plan and plan again. There will always be something to add to the list



Be organised – smooth the path of your working day!

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