

'Plan Ahead to Get Ahead' Checklist

- **Plan Your Journey**

Map out your route using apps like CityMapper or Google Maps. Consider any possible delays. Aim to arrive 15 minutes before your start time.

- **Plan Your Outfits**

Check your contract to find out about your dress code and plan your outfits for each day the night before to save time in the morning. Ensure your clothes/uniform are clean and presentable.

- **Plan Your Meals**

Set aside some time each week to create a meal plan. Have a look at what ingredients you already have for inspiration and create a budget friendly shopping list for anything else you need. Cooking in bulk and freezing meals for each day means you won't have to worry about cooking after work.

- **Plan Your Personal Care**

Most jobs involve working with others so keeping on top of your hygiene is important to maintain a healthy and enjoyable work environment. You can do this by washing daily and keeping your hair, clothes and nails clean.

- **Plan Your Me-Time**

It can be difficult establishing a routine when you first start a new role so make sure you set aside some time for yourself too! During this time give yourself time to relax and do something you enjoy.

- **Plan for the Next Work Day**

Get your bag ready the night before for the next day. Ensure you are well rested so that you are ready to do your best work. Avoid excessive alcohol/drugs before work as misuse can cause a safety or behavioural issue at work.