Before a Work Task Begins Meeting Kit

WHAT'S AT STAKE

At your job you may have to complete a wide array of tasks throughout the day. There are multiple factors that need to be taken into account and actions taken to ensure a work task is completed safely and efficiently.

WHAT' S THE DANGER

WORK TASK FACTORS

Some of the most important focus items that you should pay attention to **prior to a work task** beginning is **human performance factors**. These factors affect your ability to complete a job safely and efficiently. Some human performance factors include illness, fatigue, knowledge, focus, attention, understanding, stress, etc. It is important to understand how and when these different factors are limiting your ability to complete a work task safely.

After you consider the factors that could possibly affect you at an individual level during the task, you need to ensure that you have the **correct tools** for the job. You must also take in to account whether the **correct personnel** are present for the work task as well. Having the correct tools and personnel in place prior to a work task beginning ensures that you are able to complete it safely and efficiently. When the correct tools or personnel are not in place then shortcuts are often taken to make up for the missing parts of the equation which puts everyone at risk.

Implementing Safeguards

Taking the time to go through the proper steps to ensure all the

safety procedures are followed and all of the necessary safeguards are in place is critical. Every single safeguard is important. The more safeguards that are put into place and are followed for a work task, the less likely an incident will occur that results in injury or property loss. Considering human performance factors and ensuring the correct tools are in place are two basic safe work practices. There can be many more that need to be put into place before a work task can begin.

HOW TO PROTECT YOURSELF

Things You Should Do At The Start Of Every Work Day

Arrive on time. This may be obvious to most people—but some don't realize that showing up late can not only leave a bad impression, but also throw off your entire day.

Take a deep breath. Slow down, take a moment to pause, and create a routine around cantered you can work wonders.

Eat a proper breakfast. Breakfast is the most important meal of the day to helps us down the path of not only being more physically fit, but also to have the mental energy needed to tackle the workday.

Don't be moody. You'll want to pay attention to your mood and be aware of its effect on others.

The first hour at work can set your 'attitude barometer' for the rest of the day, so from a purely emotional point of view, it's an important part of the day.

Organize your day. The first hour of the work day is the best time to assess priorities and to focus on what you absolutely need to accomplish. Make a to-do list, or update the one you made the previous day, and try to stick to it.

Be present. Even if you're not a morning person, you need to be awake when you get the office. Especially if you're in a leadership position, it's critical to be present, mentally and physically, and to communicate. Take the time to connect with your

team members is essential, and do the seemingly small things—making eye contact, smile, ask them about their night, and checking in on what they may need help with.

Check in with your colleagues. "A quick 5 to 10 minute team huddle can also be an effective way for many people to start their day. Make it a short meeting, with no chairs, have everyone share their top goal for the day, and share any critical information the rest of the team absolutely needs to know.

Organize your workspace. Clearing off the desk or work area and creating a neat workspace sets a tone for the rest of the day.

Remind yourself of your core purpose at work. Connecting to a sense of purpose is one of the most powerful motivators there is, and taking just a moment each day to reconnect to what truly matters in your job and what you are ultimately trying to achieve and for whom, can help you feel more motivated and help you focus on the priority areas in your work.

Don't be distracted by your inbox. Experts agree that you shouldn't check your e-mail first thing in the morning. If you do, only read and respond to messages that are urgent. Hone your ability to quickly sift the wheat from the chaff and address what must be answered on an urgent basis.

Listen to your voice mail. Most people jump on the computer and ignore their phone. Some people do leave voice messages, and if you ignore them, you could miss something important," Levit says.

Place important calls and send urgent e-mails. If you know you need to get in touch with someone that day, place the call or send the e-mail first thing in the morning. If you wait until midday, there's a greater chance you won't hear back before you leave the office.

Take advantage of your cleared mind. "Many people feel that their brains function best in the morning, and that morning is when they are most creative and productive,"

Plan a mid-morning break. "This is the time to assess where you

and take time to revitalize yourself so that you can keep your momentum going,”

FINAL WORD

There are many things that need to be considered prior to a work task beginning- even just a simple one. While this talk may make it seem like it is a drawn out process, for most tasks it is not. It is just a reminder to think about all the different considerations that need to be thought of as well as actions that need to be taken prior to a work task beginning.