

What you can do . . .

Support Me

- Give me some slack when I can't respond as quickly as usual.
- Trust that I am working with Nancy to negotiate working off-hours, from home, and taking leave as required.
- Let me know if you know anyone who has been in a similar situation.

Keep Communicating

- Keep me in the loop with what is going on personally and with work.
- Share concerns and ideas for improvements.
- Keep me informed about project progress.
- Keep the Project Portfolio site up to date with status as well as your hours assigned to projects.

Keep Moving

- Think through options for addressing problems and trust your judgment.
- Get input/advice from customers.
- Help each other on decisions and strategies.
- If you want my advice, coaching, or assistance, find me, call me, email, or schedule a tag with me.
- If I am not available, get with Laura, Nancy, or another Directors for consultation/help.

Represent Our Group Well

- Take the initiative to cover key roles: help desk, request assignments, meetings, etc.
- Pitch in to help me and others with capacity or time constraint issues.
- Hold each other accountable for getting work done, following organizational values, and making informed decisions.
- Help me share in your successes. Send me good news – for example when you make a customer happy or simplify a process.

Ask

- If you are wondering what is going on with me, ask.
- Hold me accountable for being communicative during this time by letting me know what you need to know.
- When you hear others wondering what is going on with me, tell them to ask and/or offer to find out for them.

Remember, I'm Still Me

- Continue to give me challenging tasks.
- Give me work for now and in the future - I'm not going anywhere.
- Ask yourself if you are limiting my impact based on my health. If so, please reconsider and include me.
- Collaborate with me whenever possible to determine what responsibilities, projects, meetings, etc. I can take on right now.