New Frontiers for Smarter Working Day in the Life

Test version only that accompanies SFT New Frontiers for Smarter Working Report

Date: March 2021

Day in the Life : Location Profile

Location Profiles	Behaviours	Culture

Location Type: e.g. Hub

Description :

Add a description of this type of facility including potential size, any location specific criteria or anything that is unique about it.

Behaviours
- 1
- 2
- 3
- 4
- 5

Culture
- 1
- 2
- 3
- 4
- 5

Digital Connection	Communication Platform

Digital Connection
- 1
- 2
- 3
- 4
- 5

Communication Platform
- 1
- 2
- 3
- 4
- 5

Day in the Life: Understanding Need

SCOTTISH FUTURES TRUST

Time Matrix

8:30	12:30	14:30	16:30
Early morning meetings with Social Care Partnership. Usually an hour @ 10am	Access to welfare facilities for mid shift break	Occasional client meeting to discuss local issues	No requirement

Mon	X	Tues		Wed		Thurs		Fri		Sat		Sun	

Jan to Mar	X	Apr to Jun	X	Jul to Sep	X	Oct to Dec	

User Type :

Organisation:

Role:

Activity Matrix

Activity/Frequency	Low	Med	High
Group Collaboration (Face to Face)			X
Group Collaboration (Virtual)	X		
One to Ones (Clients)		X	
One to Ones (Colleagues)	X		
Individual work (on a mobile device)			X
Individual work (not on a device)	X		

Workspace

Kit of Parts	Y/N/?	Other	
Touchdown	Y	Access to w.c.s and tea making facilities only	N/A
Open Individual Workspace	?		
Closed Individual Workspace	N	**Comments**	
Quiet Workspace	N		
Collaboration Space	Y		
Confidential Visitor Space	N		
Ancillary / Visitor	Y		

Day in the Life: Creating User Journeys

		Before 8:30	0830 -1230	1230 -1430	1430 – 1630	1630 onwards
	Building Distributed Culture					
Activities	Select the key activities you've been working on from the Activity Matrix. You can pick up to five.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Wellbeing Breaks	Let us know when you build your wellbeing breaks in.					
Travel	Let us know if you've had to travel and how you did it e.g. walk					
My Dream Day	Before you issue this, think about how you could re-imagine today to make it your dream day?					

Behaviours Delivered Today		
	Behaviours	**Y/N**
	I am demonstrating our organisational values	
	I am autonomous and self directing	
	I am taking care of my own wellbeing	
	I am self disciplined and focussed	
	I am communicating effectively with my team	
	I am delivering my outcomes in the best way possible	

Activities Delivered Today		
	Summary of todays acitivites	**Y/N**
	Group Collaboration (Face to Face)	
	Group Collaboration (Virtual)	
	One to Ones (Clients)	
	One to Ones (Colleagues)	
	Individual work (on a mobile device)	
	Individual work (not on a device)	

Day in the Life Template (Alternative Version)

Time	Activity Undertaken e.g. detail specific activities, whether collaborative or individual, etc.	Location e.g. off site, council building, particular work setting, etc.	Comments
Before 0830			
0830 to 1230			
1230 to 1430			
1430: 1630			
1630 onwards			