

How to use the next 88 days at work wisely

September can bring a 'new pencil case' feeling to work – a chance to reset, refocus and think about how you want to use the rest of the year.

With 88 working days left until the end of the year, these eight questions will help you reflect on your priorities, time, people and skills and decide what you want to focus on next.

Pick and prioritise those that feel most useful to you

Priorities

What's your number one priority at work between now and the end of the year?



Try: Check your diary. Is your priority reflected in how you spend your time?

Who are the 3 most important people who will influence/support you in achieving it?



Try: Choose one person and agree one thing that could help you work better together.

Time

What are you going to start or continue saying no to?



Try: Identify one 'no' that will give you more time or energy for what matters most.

What boundary do you want to protect so you can be at your best?



Try: Experiment with protecting one boundary for a week and notice what difference it makes.

People

What five-minute favours are you going to do more of?



Try: Do one five-minute favour each week that supports someone else's priority.

Who do you want to borrow brilliance from and how could you make that happen?



Try: Set up one curious career conversation with someone you could learn from.

Skills

What's one skill you want to get 10% better at?



Try: Look at how you're using this skill now. What could you do differently to get 10% better?

What do you want the role of AI to be in your work over the next 88 working days?



Try: Pick one way to experiment with AI as a thought partner rather than outsourcing your thinking.