



ASCENDEA

AI / BUSINESS GROWTH / CHECKLIST

Ready for the Setting — Rushed-Day & Meeting-Readiness Checklist

A standalone, optional checklist for choosing practical essentials, notes, clothing comfort, access-aware arrangements and a calm pause before a rushed workday, meeting, shift or visit—without a makeover or confidence promise.



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Chapter links and PDF bookmarks support navigation. Writing areas are for handwritten or separate notes, not interactive PDF forms.

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Rushed-Day & Meeting-Readiness Checklist

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A flexible check, not a standard to meet

Use this short checklist before a workday, meeting, shift or journey to be **ready for the setting and comfortable for you**. Choose what is useful, skip what is not, and adapt it to the time, place, work requirements and access needs in front of you.

This is not a dress code, a measure of professionalism or a performance tool. It does not ask you to look a particular way or share private information. A rushed day does not turn personal preparation into a judgement about your work or character. This is general educational planning material, not diagnosis, treatment or personalised health advice.

How to use it: pick a few prompts. If time is tight, begin with the setting, one essential and your notes.

1. Read the setting

☐ **What am I preparing for?** Write the meeting, task, location or work mode: _____

☐ **What is essential?** Choose the practical items I need, such as identification, keys, phone, charger, paperwork, laptop, safety equipment, travel pass or a link for a video call:

☐ **What does the setting require?** Check any genuine requirement for safety equipment, identification, security, weather or site access.

☐ **What will make this workable for me?** I might allow extra travel time, use a familiar route, sit rather than stand, use captions, choose audio rather than video, bring an aid I already use, or ask for usable information. I do not need to record a diagnosis or explain private details here.

☐ **Who can help remove a barrier?** Contact/name: ____ By when: ____

Access needs are individual. In Great Britain, Acas describes reasonable adjustments as changes an employer makes to remove or reduce a disability-related disadvantage; examples can include accessible information, equipment, a different workspace or changed arrangements. 1 Use your employer's or host's process where relevant.

2. Choose a comfortable personal routine — optional

Select only the options that feel useful and possible today. None is a requirement for being competent or welcome at work.

- ☐ Have a wash, shower or brief refresh **if I want to**.
- ☐ Brush teeth or use my usual oral-care routine **if useful and feasible**.
- ☐ Arrange hair, head covering, glasses, hearing device or other personal item in the way that works for me.
- ☐ Choose makeup, fragrance or an accessory only if I enjoy using it. A fragrance-free, makeup-free and accessory-free choice is equally valid.
- ☐ Check that anything I put on my body is comfortable for the journey and the work ahead. Skip it if it irritates, distracts or is simply not worth the effort today.
- ☐ Drink water or pack a drink if that is practical for me. This is an everyday option, not a rule or a health target.

My smallest useful personal choice today:

3. Clothing, footwear and equipment

Choose what is suitable for the real setting, your comfort and any necessary safety or uniform requirement. There is no universal “professional look”.

- ☐ I have chosen clothing that lets me travel, sit, stand or move as my day requires.
- ☐ I have checked the weather, journey and any relevant protective clothing or footwear requirement.
- ☐ If I have a choice, I have selected an option that feels comfortable and usable rather than one that takes extra effort to manage.
- ☐ I have a practical alternative for a spill, weather change, longer shift or unexpected camera-on call, if one is easy to keep. This might be a spare layer, bag or charging cable.
- ☐ I have left any appearance-related step that is not useful today.

One item I will prepare or locate now:

4. Make the meeting or task easier to start

Check the work itself before focusing on presentation.

- ☐ Purpose of this meeting or task: _____
 - ☐ The first point, question or update I need to give:
-

- ☐ Materials, links or contacts I need:
-

- ☐ Arrival or join time: ____ **Travell/joining check:** ____
 - ☐ A sensible first action if something changes:
-

If you want a short pause, try one ordinary option: look over your notes, take a sip of water, sit quietly for a moment, notice the room, or breathe normally if that is comfortable. Do not force or hold your breath. Stop any pause practice that feels unpleasant, and return to a practical task instead.

5. If you are rushed

- ☐ I will take the essentials and leave the rest.
- ☐ I will send a short update if I need to adjust an arrival time or format.
- ☐ I will use my notes rather than trying to remember everything.
- ☐ I will ask a clear question when I arrive or join: "What is the priority for this meeting/task?"
- ☐ I will not turn an unfinished personal routine into a judgement about my work or character.
- ☐ If time or energy is limited, or caring responsibilities or an unforeseen barrier changes the plan, I can take the essentials and notes only. I can use the usual process to send a short update or ask for a workable change to timing, format or priority if needed; I do not need to disclose health or caring information in this private checklist.

Illustrative SME example

A field technician has an early client visit after working remotely the previous afternoon. They pack their identification, visit details, charged phone, weather-appropriate outer layer and required safety equipment. They use the familiar travel route, check the first three points they need to cover and leave optional grooming steps for another day. The useful preparation is the equipment, access and notes—not an attempt to meet an appearance standard.

For team leads and hosts: make the setting workable

Do not use this checklist to score staff, enforce a personal presentation standard or assess someone's fitness, attitude or performance. Keep it as a private, optional planning aid.

A personal routine cannot resolve a poorly designed work situation. If a team is regularly rushed, address the work: notice periods, workloads, priorities, role clarity, workable deadlines, equipment, staffing and accessible meeting arrangements. HSE says employers have a legal duty to protect employees from stress at work by doing a risk assessment and acting on it; its six work-design areas are demands, control, support, relationships, role and change. [2](#)

Do not collect completed checklists, private notes or access/health information, and do not ask people to paste them into an AI tool. If an organisation separately handles workers' health information, the ICO says it is special-category data and requires additional safeguards. [3](#)

My next-setting plan

The setting I am preparing for:

My three practical essentials: 1. 2. 3.

One optional comfort choice, if useful:

One barrier I can solve now, or the person/process to ask:

If the plan changes, my first practical step will be:

References

1. [What reasonable adjustments are – Reasonable adjustments at work](https://www.acas.org.uk/reasonable-adjustments)
<https://www.acas.org.uk/reasonable-adjustments>
2. [What are the Management Standards?](https://www.hse.gov.uk/stress/standards/overview.htm)
<https://www.hse.gov.uk/stress/standards/overview.htm>
3. [Data protection and workers' health information](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/employment/information-about-workers-health/data-protection-and-workers-health-information/)
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