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If you are interested in improving your work-life balance by working more flexibly, please complete and return this form. The purpose of this exercise is two fold:

1. To enable you to state your case for consideration
2. To fully appreciate the issues that must be considered before making changes to your current style of working.

Please consider the questions carefully identifying both the positive and negative impacts where indicated.

1. Personal Details (name, job title, contact details (if necessary)).

2. Describe your current working pattern, including location(s) of work.

3. Describe how you think your job could lend itself to allowing you to work more flexibly (i.e. spending some time working away from your main employment base).

4. Describe the key tasks that make up your job and suggest how your manager will be able to know that you are still as productive as usual.



5. Describe the ways in which you would like to work flexibly, in particular when and where you would work remotely.

6. What do you need to be able to do this? What equipment, technology and other support would you need?

7. What impact will this have on the business? Please include the pros and cons, including possible impacts on your productivity.

8. What impact will this have on your colleagues? You should think about, amongst other things, communications and team working. Please include the pros and cons.

9. What impact will this have on you personally and your work-life balance? Please include the pros and cons.

10. What environmental impacts do you think this would have? E.g. reduction in car miles as a result of reduced travelling or increased teleconferencing.

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