

Midday Energy Reset Checklist for Remote Telesales Teams

This checklist is a self-reset tool designed to help remote telesales agents regain focus, energy, and call quality during the most fatigue-prone part of the day. It is not a monitoring document. Ownership stays with the agent.

1. Break & Physical Reset (5–10 minutes)

- Step away from the screen (no phone scrolling)
- Light stretching or short walk
- Eye rest and posture reset

2. Hydration & Energy Check

- Drank water in the last 60 minutes
- Avoided excessive caffeine
- Energy level right now (Low / Medium / High)

3. Idle Time Awareness

- Noticed idle time increasing
- Reason identified (fatigue / distraction / call hesitation)
- One action to reduce idle time in next call block

4. Call Quality Mini Audit

- Confident opening and tone
- Controlled pace and clarity
- Clear next step communicated
- One improvement for next 3 calls

5. Mental Reset Prompt

What will I do differently in my next three calls?

Use this checklist once daily, ideally mid-shift. Adapt it to your personal working rhythm. Consistency matters more than perfection.