

The Essential Daily Checklist for Online Therapists

Preparation

- Review your diary/schedule for the day ahead
- Schedule the heating to come on
- Charge your laptop and any backup devices
- Make sure your devices and anti-virus software are updated

Before the Session

- Gather any items you might need during the session
- Check the temperature and lighting in the room
- Restart your laptop/computer
- Shut down or quit any unnecessary programmes
- Check your emails and messages and put your phone on silent
- Let everyone else in the office/house know not to disturb you
- Tend to your pets
- Allow time to read your previous session notes