

WORKING SUCCESSFULLY FROM HOME

Prepared by David Longstaff



Contents

Identify Challenges.....	2
Setting the Workspace.....	3
Daily Routines	4
Dealing with Distractions	5
Managing Children	6
Going Guilt-Free	7
Focusing on Priorities.....	8
IV Quadrants	9
Keeping Healthy	10
Knowing When to Stop	11
Next Steps	12

Identify Challenges

Everyone has different issues as they work from home - your problems won't be the same as other colleagues.

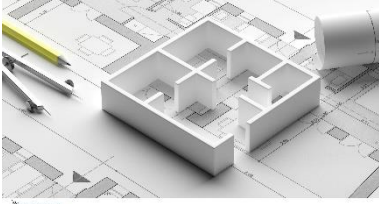


Which ones do you think will be the most common; which will be less obvious.

List your challenges below:


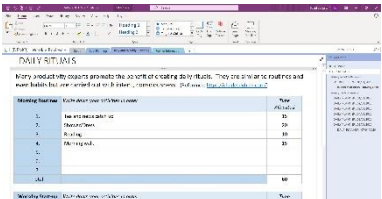



**Identify
Challenges**



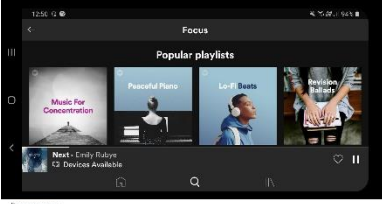
Setting the Workspace

Slide	Presenter Notes	Personal Notes
 <p>A 3D architectural model of a workspace layout, showing a desk, chair, and shelving units, set against a background of a blueprint. A yellow pencil and a pair of compasses are visible in the foreground.</p>	<p>Choose the best working space possible.</p> <p>Have a routine to work in a space that creates a work / home division.</p>	
 <p>A modern, bright home office with a desk, chair, and shelving. The room features a white desk, a white chair, and a wooden shelving unit. A laptop is on the desk, and a potted plant is on the shelf.</p>	<p>If it's a temporary situation it may not be as good as your normal office, but can you recommission a corner?</p>	
 <p>A person with long hair, wearing a striped shirt, is sitting at a desk, viewed from behind. The desk has a laptop and a chair.</p>	<p>Select appropriate furniture and equipment.</p> <p>Ask your employer if there is available support.</p>	




Daily Routines

Slide	Presenter Notes	Personal Notes																																	
	<p>Getting dressed for work helps maintain a good routine when working from home - even switching from slippers to shoes</p>																																		
 <table border="1"> <thead> <tr> <th>Monday Rituals</th> <th>Wednesday Rituals</th> <th>Friday Rituals</th> </tr> </thead> <tbody> <tr> <td>1. Wake up at 6:30</td> <td>1. Wake up at 6:30</td> <td>1. Wake up at 6:30</td> </tr> <tr> <td>2. Shower</td> <td>2. Shower</td> <td>2. Shower</td> </tr> <tr> <td>3. Breakfast</td> <td>3. Breakfast</td> <td>3. Breakfast</td> </tr> <tr> <td>4. Morning walk</td> <td>4. Morning walk</td> <td>4. Morning walk</td> </tr> <tr> <td>5. ...</td> <td>5. ...</td> <td>5. ...</td> </tr> <tr> <td>6. ...</td> <td>6. ...</td> <td>6. ...</td> </tr> <tr> <td>7. ...</td> <td>7. ...</td> <td>7. ...</td> </tr> <tr> <td>8. ...</td> <td>8. ...</td> <td>8. ...</td> </tr> <tr> <td>9. ...</td> <td>9. ...</td> <td>9. ...</td> </tr> <tr> <td>10. ...</td> <td>10. ...</td> <td>10. ...</td> </tr> </tbody> </table>	Monday Rituals	Wednesday Rituals	Friday Rituals	1. Wake up at 6:30	1. Wake up at 6:30	1. Wake up at 6:30	2. Shower	2. Shower	2. Shower	3. Breakfast	3. Breakfast	3. Breakfast	4. Morning walk	4. Morning walk	4. Morning walk	5. ...	5. ...	5. ...	6. ...	6. ...	6. ...	7. ...	7. ...	7. ...	8. ...	8. ...	8. ...	9. ...	9. ...	9. ...	10. ...	10. ...	10. ...	<p>Create and maintain daily routines that are conscious activities that get your brain into (or out of) work mode.</p> <p>Michael Hyatt calls them Daily Rituals Reference: https://charlesduhigg.com/</p>	
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	<p>Keep daily (if possible) contact with your colleagues; video is ideal if face-to-face contact is not possible.</p> <p>Long term social isolation increases stress levels in staff (https://en.wikipedia.org/wiki/Social_isolation)</p>																																		



Dealing with Distractions

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 <p>A red tomato-shaped Pomodoro timer is placed on a laptop keyboard. The timer has a white face with a red needle and numbers 15, 20, 25, and 30. The background is dark.</p>	<p>Many find the Pomodoro technique helpful for managing our own distractions.</p>	
 <p>A screenshot of the RescueTime website. The main heading says "You didn't sign up for 50+ hours now focus". Below it, there's a cartoon illustration of a person sitting at a desk with a plant. At the bottom, there are five small circular icons representing different activities.</p>	<p>There are also plenty of digital tools to help increase focus. Some of these can monitor and even block for a set time social media sites.</p> <p>For example, try RescueTime or Focusmate.</p>	
 <p>A screenshot of a Spotify Focus playlist. The title is "Focus" and it shows "Popular playlists" with three options: "Music For Concentration", "Peaceful Piano", and "Lo-Fi Beats". The current track is "Next - Emily Ratajczak" by "CD Devices Available".</p>	<p>Some find a "focus" playlist with headphones helpful.</p> <p>For example, there are public playlists for Spotify which are packed with music to help you concentrate.</p>	

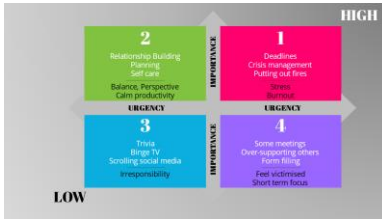
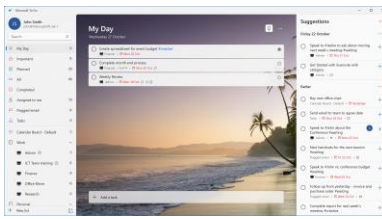
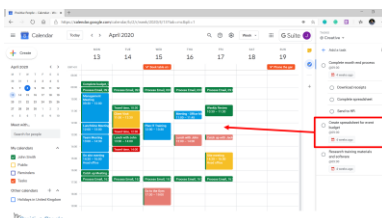

Managing Children

Slide	Presenter Notes	Personal Notes
	<p>Don't worry if colleagues/clients see your children ... It happens to the best.</p>	
	<p>You may remember this BBC interview with Professor Robert Kelly - it didn't harm him any - he now has a massive following on social media.</p>	
	<p>Here are some hints that some parents find helpful:</p> <ul style="list-style-type: none">• Give them some undivided time (to then allow you some time to focus on work)• Work early before they get up• Work later after they go to bed• Create your own 'discovery' bag with lots of activities to keep them busy• A big roll of wallpaper for painting (rather than a few pages)• Use some educational TV - for example the BBC have announced additional programmes during the Coronavirus pandemic.• If you have multiple children ... Try "Pass the Story" – one child begins writing a story on a single page and leaves it with a cliff-hanger. The next child adds a page and leaves another cliff-hanger. And so on ... (Great trick for unleashing creativity)	

Going Guilt-Free

Slide	Presenter Notes	Personal Notes
 <p><small>© iStock.com</small></p>	<p>Our many busy roles can give us guilt.</p> <p>When we are working from home, this can increase further.</p>	
 <p><small>© iStock.com</small></p>	<p>Our many busy roles can give us guilt.</p> <p>When we are working from home, this can increase further.</p> <ul style="list-style-type: none">• Be realistic - there are only 24 hours in the day. You can't do everything.• Keep a sense of humour• Avoid perfectionism (See Tim Urban's TED talk on procrastination).• Talk things over with a trusted friend.	

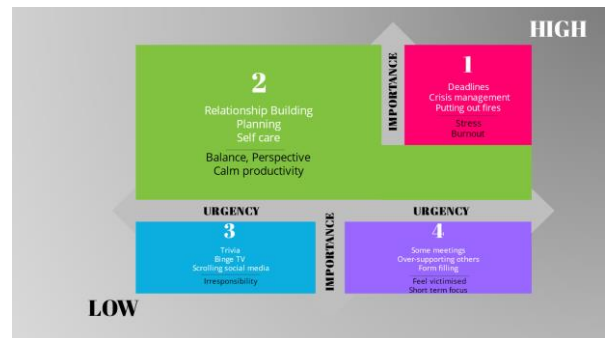
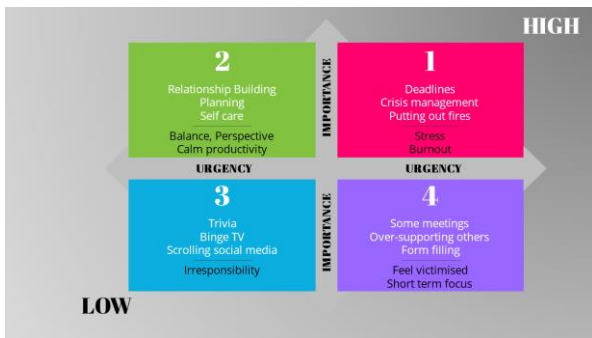
Focusing on Priorities

Slide	Presenter Notes	Personal Notes
	<p>If home-working is not your usual style, it's even more important to focus just on the priorities.</p> <p>But, how can you identify them? Try the exercise on the next page.</p>	
	<p>If we are clear on our priorities - we can now create our "Daily Big 3"</p> <p>This can be handled in Microsoft To Do, using the Daily Big 3, or in Outlook by dragging tasks into the calendar.</p>	
	<p>This can also be effectively handled in Google Tasks with Google Calendar (drag the task into the calendar – this will block time in the calendar for these key task).</p> <p>Google Keep has similar functionality, although it works slightly differently.</p>	
	<p>It doesn't matter too much which tool that you use to track your Daily Big 3.</p> <p>This can even be effectively handled using a paper planner.</p>	

IV Quadrants

Sometimes known as the [Eisenhower Matrix](#)

If we maximise Quadrant 2, it naturally shrinks the Quadrant 1 time (reducing stress).
To do this however, we need to reduce Quadrants 3 and 4.



Exercise:

Think through a typical day.

How would you categorise your recent activities.

Identify things you did in the last day and write them in each of the four boxes

Especially focus on Quadrant 2.

<p>Quadrant II</p>	<p>Quadrant I</p>
<p>Quadrant III</p>	<p>Quadrant IV</p>

Ask yourself:





What makes me feel in the zone?

What's the 'stuff' I do that makes a difference? (work and homelife)


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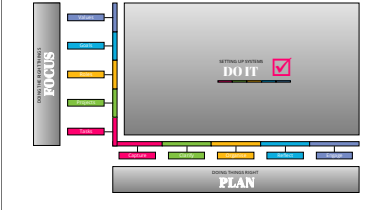
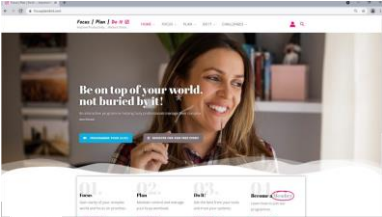
Keeping Healthy

Slide	Presenter Notes	Personal Notes
 <p><small>© iStockphoto.com</small></p>	<p>These are obvious, but eat healthy. When working from home it can be easy to snack on biscuits all day.</p> <p>Take a proper lunch break and enjoy a healthy meal.</p>	
 <p><small>© iStockphoto.com</small></p>	<p>Sitting on a chair all day (especially if it isn't ergonomic) can affect our health.</p> <p>Getting out for a walk or some other exercise will increase productivity.</p>	
 <p>Online Indoor Workouts (Joe Wicks, etc.)</p> <p><small>© iStockphoto.com</small></p>	<p>Even if outdoor exercise is not an option, you can still enjoy an indoor workout (e.g. Joe Wicks and 5-minute stretch YouTube videos)</p>	
 <p><small>© iStockphoto.com</small></p>	<p>And of course, get enough sleep.</p>	

Knowing When to Stop

Slide	Presenter Notes	Personal Notes
 <p>A man with glasses and a beard is sitting at a desk in a dimly lit room, working on a laptop. A desk lamp is on, illuminating his face and the desk. He has his hand to his forehead, suggesting fatigue or stress. A mug is on the desk next to the laptop.</p>	<p>Working long into the night, affects the quality of our work.</p> <p>In addition, it can then take a long time to wind down and affect our sleep quality.</p> <p>Switch off at a sensible time.</p> <p>There's always tomorrow ...</p>	

Next Steps ...

Slide	Presenter Notes	Personal Notes
 <p>Core Online Programme</p>	<p>Positive People offer a popular productivity programme.</p> <p>Find out more at focusplandoit.com.</p>	
 	<p>The course has 3 elements ...</p> <p>Focus – gaining clarity, focusing on priorities, learning to say “No!” and managing projects.</p> <p>Plan – a logical 5-stage model, setting up effective capturing (not in our head), The Weekly Review, creating to-do lists that work.</p> <p>Do It – Setting up Microsoft Outlook, To Do and Planner. Or for Gmail-based organisations, getting the best from Google Tasks and Google Keep, getting the inbox to empty and synchronising with mobile devices.</p>	