

# Working from Home

A Bailey & French guide to working from home focusing on creating platforms for meaningful human connection including tips from Positive Psychology and Flow.

## Structure Your Day

### \*Importance of a Work Mindset

When we are new to remote working, we can think of our home as somewhere for resting, which can be the biggest challenge to overcome.

By preparing a good workstation and starting your morning right, it can help you enter the 'Work Mindset'

#### 08:00 am - Begin the day

- Plan your to do list or "stop doing" list for the day
- Prep for any meetings/calls
- Respond to any quick urgent emails

#### 09:00 am - Begin working

- Team huddle - use whichever platform is best to check in with the team
- [Use a positive discussion starter](#)
- Agree who to buddy up with for the day
- Set top 3 priorities for the day

#### 09:30 am - Take a short break

- Get going on shorter tasks, calls and meetings

#### 10:30am - Short break

#### 13:10:45 am - Back into work tasks

- Check in with buddy on progress on priorities via online chat

#### 12:30 pm - lunch break - get some fresh air

#### 13:30 pm - Back to work

- Commit to outcomes with buddy and then switch all distractions off
- In depth project work, e.g. writing content, with no distractions or notifications
- This helps create better conditions for Flow in the afternoons which enables your peak performance

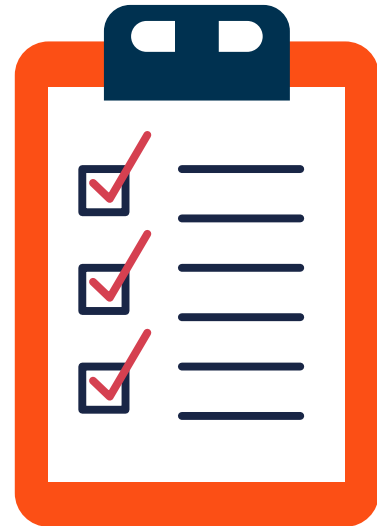
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## What Is Flow?

A term coined by psychologist Mihaly Csikszentmihalyi, referring to the optimum state intrinsic motivation. When we are in flow, we are 'in the zone' and fully immersed.

To enter flow you must focus on a task for at least 20 minutes without distractions.

Flow is important because it allows you to enter **peak performance**, as well as reducing your anxiety levels. People report strong positive emotions after a flow experience.



### DON'T FORGET

#### Communication is key.

Be open and honest with your manager and team about what work you are focusing on and your capacity.

Allow a maximum of 45 minutes for calls and online chats. This gives you 15 minutes in the hour for comfort breaks and preparation for the next calls

**Break time:** when you feel ready - get your eyes off screens and check back in with your buddy

**Late afternoon:** Check in with how you are feeling - are you energised and wanting to blast through emails quickly or feeling isolated and want to connect with a few people on a team call/zoom

**End of your day:** Clean and tidy workstation and leave yourself a note for the first thing in the morning. Think about what will help you when you come back to it the next day - imagine you are coaching yourself.

### **Optimum Morning Focus:**

Team huddles, shorter calls, to do list tasks, email responses.

### **Optimum Afternoon Focus: Team Connection**

#### **Team huddle calls**

First thing in the morning – begin the day with a positive question, our cards provide an easy tool for this exercise

#### **Use a buddy system**

Partner up and check in with each other every two hours – set targets together for each interval and see if you achieve them.

### **Catch up**

With your manager or another department later in the day and try to be more open and usual with how you are doing. It may feel unnatural and awkward, but without the normal non verbal cues it can be harder to pick up how someone is feeling and misjudge responses. Our managers won't all be able to get this right so we can help by taking accountability for sharing more than usual

### **Bailey & French Discussion Cards**

We have a range of cards focusing on either wellbeing/strengths/performance, which provide questions, quick activities or action point perfect for starting the day positively

**[Take a look at our shop!](#)**

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## Benefits of working from home:

### More opportunities to get into 'Flow State' whilst working\*

Optimum state intrinsic motivation. In flow you are peak performance; you are able to get more done and produce higher quality work.

### Potentially less distractions

No interruptions from colleagues and no background office noise creates less opportunity for distractions.

### Gain time back from your usual commute

That time you usually spend travelling is now yours again.

### You can complete larger tasks during your day

Less distractions and more chances for flow means you have potential to complete more work during your day.

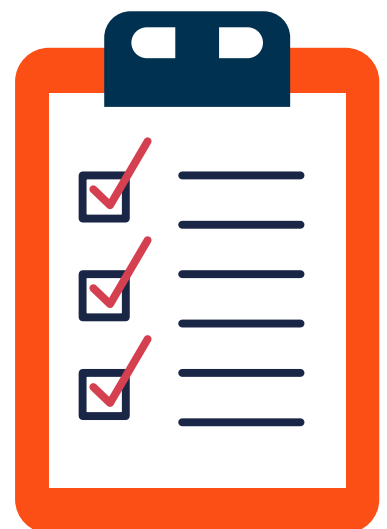
### You can utilise technology to stay connected

There are a wide range of online platforms available to you for instant messaging, video calls and audio calls - make use of these!

### \*Remember:

To enter flow you must focus on a task for at least 20 minutes without distractions

Flow is important because it allows you to enter peak performance, as well as reducing your anxiety levels



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## Our Top Tips

- **Move every 45 – 60 minutes**

You could make a hot drink or get yourself a snack; whatever gets you off your chair for a few minutes!

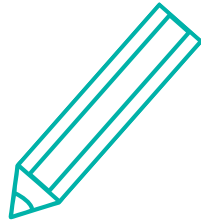


- **Consider going out during your breaks**

Go and sit outside or take a short walk around the block, get outside for some fresh air and space.

- **Give yourself daily / weekly tasks**

Set yourself targets to keep you focused, motivated and track productivity.



- **Give yourself a decent lunch break**

Move away from your workstation and give yourself at least 30 minutes.



- **Factor your lunches into your weekly shop**

Make sure you have a good lunch ready for yourself at home and eat well.

- **If you're feeling isolated**

Have a tea break with a colleague over video chat.

- **If working in a shared home**

Ensure you set boundaries with others to have your own space when working and minimise interruptions.



- **Minimise distractions**

Don't put the TV on, don't listen to music if it will distract you, keep your environment calm and quiet.



- **When collaborating with others**

Ensure your communication is clear and be aware of how well you are communicating over the phone and over email .



- **Don't feel the need to prove yourself**

Your management trusts you to work as effectively as possible from home.