

# WORKING FROM HOME

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TIPS FOR STAYING PRODUCTIVE

# Tips

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- Set regular office hours.
- Plan your work in daily basis.
- Find a proper and quiet workplace.
- Avoid Distractions.
- Take Breaks.
- Use the right technology.

# Create a Quiet Place

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Set up a workspace outside of 'traffic lanes'

Avoid 'home' distractions

Home = 'Your Office'

# Keep a Schedule

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Don't just block off meetings and appts.....

Create – use an hour by hour calendar

Block off times for:

- Meetings - Appts
- Task
- Breaks
- Lunch

# Take Breaks for Lunch and Exercise.....

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It is real easy to forget .....

To remain mentally sharp: Get up, take a break (coffee, snack, etc.)

To remain physically sharp: Turbo-twist, stretch, stand up....MOVE!

Plan for snacks and lunch

# Communication

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Be in constant communication

Establish a 'communication routine'

'Radio silence' is not a good thing

Use 'team tools': Slack or Microsoft Teams

# Equipment

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- Well....DUH!
- Computer/Tablet
  - Run updates – don't ignore them
  - Laptop – keep it charged (extra battery if able)
  - Desktop – laptop: Emergency battery backup (power outages)
- Phone
  - Mobile: Charged (with USB power source)
  - Mobile: Productivity apps (Skype, text, WPS Office)
  - Home-based phone (landline): Back up

# Equipment

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- Backup Storage
  - External Hard drive
  - USB Portable Storage
- Headphones – Microphone
  - 'Block out' distractions
  - Cleaner sound (microphone)
- Support (ABT = Always Be Testing!)
  - Network access (not just wireless, but Ethernet)
  - Passcodes
  - Instructions for remote login



# Office Hours

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- Keep 'routine office' hours
  - Advertise your office hours
  - Stick to them
  
- Tip: 'Routinely' start your day early
  - Reduces the 'stigma'
  - Get's you ahead of the schedule
  - You don't have to advertise this approach

# Plan for Meetings

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- Virtual Meetings
  - Arrive early
  - Test connections
  - Avoid distractions
  - Pretend you are “physically there”
- Physical Location
  - Yep....plan to arrive early
  - Try schedule – mindful of travel

# Create Boundaries

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- Set boundaries with your family
- Pets should remain in the common area – Respect the Workspace!
- You set the tone – Respect the boundaries you establish
- Dress - Hygiene: Dress like you are going to work (Pajamas!?!)

# Stay Organized

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- Make sure your workspace is conducive to.....WORKING
- Use an 'In Box' and 'Out Box'
- Respect Your Schedule – “Learn it. Know it. Live it.” – Brad Hamilton

# Have Backup Plan

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- What happens if you:
  - Lose the internet
  - Computer crashes
  - Connectivity to company servers
  - Power outage
  - What else?

# Tech Skills

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Well.....it is about time... to step up your game

[Getting Started with Skype](#)

[Microsoft Teams](#)

[Slack](#)

# Master the Cloud

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- Cloud Storage
  - Dropbox
  - Google
  - Amazon

Remote Access to Company Server

# Use the 'Flexibility'

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- Some companies allow for flexibility hours, use that to your advantage.
- Examples:
  - Child care. Partners can work “in shifts.” One on, other watching the child. Then they can switch.
  - Extended hours. Some companies may want to have extended hours (beyond 8-5), be the hero.
- Tip: Always ‘sign-on’ earlier than your start time



# Desert Island

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- Be mindful: Isolationism can wear you down
- Whenever possible:
  - Use the phone instead of email
  - Video conference
- Be “business social”

# Summary

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- Take Breaks.
- Use the right technology.