



Working from Home Tips

1) Plan your day

It can be hard not to have a set structure to your day as you do when you are in a 9-5 office environment. So make sure you plan your day. I like to:

- Review my appointments and to do list for the next day the evening before
- I set my top 3 goals for the day and do them first thing when I am most energetic
- Block out time for lunch and breaks and make sure you actually take them
- Make sure my time is spent on things that will actually move me towards my goals
- It is too easy to procrastinate and waste time when working from home so set aside time specifically for household chores so that I don't get distracted by them throughout the day

Useful Resources:

- Trello.com & Asana.com are great free tools to use to organise your appointments and manage your to do lists
- Slack.com and vover.com are free tools for staying in touch with colleagues
- 12 week year by Brian Moran & Michael Lenington: https://www.amazon.co.uk/12-Week-Year-Others-Months/dp/1118509234/ref=sr_1_1?dchild=1&keywords=12+week+year&qid=1585038138&sr=8-1

2) Seek Community

Working from home or simply spending more time at home can feel lonely, so seek community wherever you can. Find a safe space to connect with people, ask questions, plan. You could join a Facebook community of like minded people, create a weekly online meeting with other people working from home or start a What's App group with work colleagues who are also at home.

Just make sure you connect with real people everyday.

Useful Resources:

- Zoom.us is an online conferencing and meeting platform and is great for work meetings and also to catch up with friends and family



3) Set up a proper office

Create the feeling that you are 'going to work' everyday but creating an office space at home. It can be as simple as a section of the kitchen table. This also helps to create some balance between work and home life, especially if you can physically shut the door of your office or tidy away you work each evening so you can't see it. Also try to set yourself up as ergonomically as possible to protect your joints.

Useful Resources:

- Setting up your computer and office ergonomically:
<http://ergonomictrends.com/creating-perfect-ergonomic-workspace-ultimate-guide/>

4) Take time for yourself

Life is often finely balanced, with stressors and pressures on one side of the scale and your energy and resources on the other side. During uncertain times like these, there is likely to be more on the stressors and pressures side of the scale, so introduce things which support your energy and resources to balance out the scale.

Ideas could include:

- Having a morning routine which sets you up well for the day
- Having dedicated prayer and quiet time
- Listening to uplifting music
- Focusing on gratitude by listing 3 things you are grateful for each day
- Spending time with family and friends - you could host an online quiz
- Watching a movie
- Do some crafts or painting
- Listen to a podcast or read a book

Useful Resources:

- Check out the St Saviours Spotify for some great Worship music:
<https://open.spotify.com/playlist/11A4gtNUIE8QKQjcSxnINy>
- YouVersion Bible App: www.youversion.com
- Calm (great for meditation and relaxing music): Calm.com



5) Have set hours

Choose the hours you are going to be available for clients, family, friends etc. and clearly tell them when you will be available. This is all about setting up expectations and boundaries so people don't just assume that because you are at home that you are available all the time. I like to have a morning 'coffee break'. This gives me a specific time to connect with the people around me, making it easier to focus during my set work hours.

As much as others need to respect your time, you need to respect your own time as well. Set a time when you will stop working and stick to it, otherwise you will end up resenting your business or work, stifling your creativity and getting worn out.

If you find yourself getting distracted and being less productive because you are home, then you could try the Pomodoro technique. It is a time management technique designed to maximise productivity and concentration. You can find out more here:

<https://www.focusboosterapp.com/the-pomodoro-technique>

6) Get moving

As you are no longer commuting, you need to consciously build movement and exercise into your day. When planning your day, ensure you put in times for walks and stretching. If you are not allowed outside at the moment then jump onto Youtube and find a video exercise class you can do to keep your fitness up and get you moving.

Useful Resources:

- Centr App for exercise & healthy habits: centr.com (they offer a free trial)
- Gymondo has a variety of at home workouts: www.gymondo.com