

WORKING FROM HOME

1. PLANNING PRODUCTIVITY

Distractions

◆ *Non-work distractions, being on-call for favours, interruptions. IT and other problems taking up half your day. So many emails!*

Preparation:

- ◆ Get good equipment
- ◆ Dedicated work area
- ◆ Decorative headphones etc.
- ◆ Publicly announce your routine
- ◆ Bite-sized pieces

During:

- ◆ Distraction rewards, i.e checking emails when you've finished a task.
- ◆ Assertive communication of needs
- ◆ Renaming/purposing break areas
- ◆ All breaks away from workplace
- ◆ Keep your working hours

Time

◆ *No structure, never-ending or too many breaks with no-one watching. Working all hours, or time vanishing*

Preparation:

- ◆ Work rave app: breaks, exercises
- ◆ Timer software, e.g. pomodoro
- ◆ Decide day structure
- ◆ Decide 'reward' break structure
- ◆ Set up time management system

with:

- ◆ 'Easy win' motivators
- ◆ Easy set up at day start
- ◆ Easy to review at day end

During:

- ◆ Time audit
- ◆ Breaks away from desk
- ◆ BUY TRAINING—OTHER COURSES I RUN!

Isolation

◆ *No feedback, stuck with no-one to bounce ideas off. Being demotivated in non-work environment or overwhelmed*

Preparation:

- ◆ Book online team/colleague meetings to bounce ideas
- ◆ Self-awareness/management
 - ◆ How you work
 - ◆ What you need
- ◆ Build your own routines

During:

- ◆ Team quizzes
- ◆ Covid-free talk
- ◆ Drop in coffee morning
- ◆ Theme photos etc. recipes
- ◆ Keep up greetings, hellos etc.
- ◆ Finding right level

That simple time management system that's easy to set up, gives you easy wins & easy reviews...

MUST	SHOULD	COULD
<p>In this column, only put items which MUST be done that day. If you could survive the day without doing them don't put them here.</p> <p>That way, you'll get through this list quickly (the easy win) and feel successful.</p>	<p>In this column you put the next-most-urgent items—generally things that should be done by the end of the week, or by the first major deadline coming up.</p> <p>If you finish the 'MUST list, you can cherry-pick stuff from the 'should' column by what you feel like doing!</p>	<p>Everything else goes here! Obviously, over time, things become more urgent and can creep from this column to SHOULD, and, as deadlines loom, even to MUST. In the meantime, it means things don't get forgotten, and can be attended to early if there is time.</p> <p>Your lists should look how they do on this page: your MUST list should be the smallest one, so it looks doable, then your SHOULD, then COULD can be as long as you like!</p>

PRAISE: PROBLEMS

- ◆ Embarrassing to do it
- ◆ Not wanting to infantilise
- ◆ Worried they'll get big-headed
- ◆ Don't know how to react
- ◆ Devalue praise by overdoing
- ◆ Sounding insincere—ulterior motive

PRAISE: SOLUTIONS

- Stick to 'Rules of feedback' ◆
- All feedback given as 'I' statements -
- All feedback only about specific situations -
- Start short—elaborate if necessary-
- Write it—it lasts longer! ◆