

Productively Tips: Working From Home

Work hard, play hard, but do them separately!

- Set up a work schedule, with a clear start time. Get up every morning as normal but be more structured by predetermining your breaks and mealtimes.
- Ask your family to follow the same schedule you set up if possible.
- Keep your meeting schedule, and in fact you may need more meetings per week to keep everyone in the loop and to discuss ever changing tactics. I recommend daily huddles, weekly one on ones, and weekly team meetings; plus recurring special meetings dealing with crisis specific items.
- First thing each day (or last thing each day) set a priority for the day, and use “block scheduling” to get your most important priorities accomplished.
- Work in sprints of 30 to 45 minutes; don’t let a project drag on. Don’t multitask, but do one thing at a time. 5-minute breaks to step outside can be helpful between sprints.
- Dress for productivity but prepare for video conferencing. Clean up, as if you were meeting people personally.
- Avoid surfing the web and reading personal emails and social media until you have your breaks. Turn the “notifications” off your phone, and off your computer.
- Clean up your office, set it up as a formal place to work, and remove distractions. I use a stand-up desk, and that is great for video conference times—I move it up, get to stand up, and the camera is facing me directly even.
- Play music judiciously. Avoid music with words, or only play it to revive your energy. Music is a distraction for most people.
- Get sunshine, work with a window and or go outside during breaks.
- When you are talking to people on the outside, let them know if they hear kids or dogs that you are working from home.
- You need a good Webcam, not one from 2009.
- Have a clean desk policy, clean up at the end of the day, so your next morning is a fresh start.
- Eat healthy when working from home, no sugar junk foods that make you go up and down. Avoid over consumption of coffee and caffeine drinks; you may get jittery and restless.
- If you’re alone, be prepared to not respond to UPS, FedEx, and other deliveries. Try to create “no signature required.”