

## Working at Home Effectively

Tips, Techniques & Strategies to make your Work **Better** and more **Enjoyable!!!**

## Some of the Challenges we face?

- › Time management
- › Balance – Laundry vs Productivity
- › Getting in the “Feeling” – Act the Part
- › Respect– from others & self
- › Commitment – making it happen & taking action
- › Hours – Time Blocks & Scheduling
- › Routine
- › Being Organized
- › Our Space – Home vs Work
- › Juggling Family & ... & ... & ☺

## Challenges Con't

- › Childcare & Children in General
- › What to do?
- › Maintaining Professionalism
- › + ????

## First & Foremost

- › You need to “be” in the enjoyment and comfort of choosing to work from home
- › The more you can find the “blessings” in working from home the smoother your work and workspace will go
- › **Remember the Trio!!!**  
Be Honest, Be Yourself & Have Fun!
- › Do not focus on the things around you that you are **not** doing or need to be done outside your work ex. Organizing your basements, for the next yard sale, your closets, etc.
- › Keep your thoughts on where you want to go and see your success right from the beginning

Find the Joy & Gratitude

Not the Drudgery

## Set Your Posture

- › So Important
- › You are the C.E.O. Of your company, act like it
- › The world sees you as you see yourself
- › Act as if
- › Let you Light Shine!
- › Getting in the Feeling and being the Professional – Playing the Part

## 1. Designate Your Space

- › You need a separate working area
- › A sacred space which is safe to leave your things or bins to store them safely
- › Beautify your space
- › Make it enjoyable
- › Respect the space in the parameters i.e. It's a work space and when the work is done it's done .. Resist the urge to do a little bit more

## 2. Get Organized

- › Invest in filing and organization systems for your home office
- › Invest in the necessary stations or work support areas/equipment that you need
- › Have proper equipment like a good telephone with a headset
- › Daytimer/Follow-up System \* \* \* \* \*

## 3. Set Your Hours

- . Set YOUR hours –the whole point of working from home – but do set them
- . Keep in mind that if your clients and customers need to reach you – it has to work for both
- . Set Time Blocks & Limits
- . Schedule Breaks and Lunches etc. And be prepared ...
- . Prepare in advance for holidays etc.

## 4. Have a Daily Routine

- › Schedule your work day similar to a job spec
- › Make a list of things that need to be done every day from calling clients to answering emails – use Time Blocks & Limits
- › Remember to include all tasks that are a part of your workday even if they seem nominal – like opening mail
- › If need be “pretend you are an employee” to avoid interruptions

## 5. Planning & Lists

- › Helps you to stay motivated and focused
- › Break tasks into doable chunks
- › Incorporate F.A.T into your planning and your day
- › Incorporate Do It Now into your planning and day
- › Prioritize your tasks and get honest about what’s important – avoid procrastination  
“What’s the best use of my time right now?”  
“What’s my objective?”

## 6. Work/Life Balance

- › Putting it all together
- › Remember your lists of priorities and what’s important. Make one for your life to incorporate
- › Remember time blocks – customize to include your life and family – the whole point!
- › Respect yourself so you can respect others
- › There is no “perfect”

## 7. Time Outs

- › Out time is important – so plan it
- › Plan using a balance of in and out throughout the day/week/month
- › Self development/business building fits in here
- › Raising the bar
  - › **\*\* Remember the Trio and Time Blocks & Balance \*\***

## 8. Support Network

- ▶ As in anything support is needed & welcome
- ▶ Many others now in same boat – connect
- ▶ Ask for support/help from family, friends, colleagues
- ▶ Join organizations, groups, and like minded business associates both in the community and on the internet... Remember time blocks and limits!

## 9. Commitment

- ▶ Remember your “Why”
  - ▶ Self love and respect through the hard times
  - ▶ Remember you are building your own security and are taking control of YOUR life!
  - ▶ I.G.W.C.I.G.M.I.W
  - ▶ Commit to always growing and learning
- “You are today where your thoughts brought you; you will be tomorrow where your thoughts take you”. James Allen, author of As a Man Thinketh

## 10. Additional Things

- ▶ Set goals and make goal statements
- ▶ Make Vision Boards and/or boxes
- ▶ Ongoing education
- ▶ Add-ons to you and your business
- ▶ Work on Clarity
- ▶ Add Health to the Balance
- ▶ Children and Childcare
- ▶ What to do? Avoiding spinning your wheels

- ▶ Be sure to serve in all that you do.... What you give out comes back to you!

