

# How to... Work from Home Effectively

No longer does 'I'm working from home' translate into 'You're having a jolly'



2013



2016



2020

'Work from home' is still gaining popularity

## M.I.N.D.S.E.T Adopt 7 Best Practices



# M-manage

Managing yourself. Almost 10,000 people in the UK type into google each month 'Time Management'

### 4 Best Practices You Need to Adopt to Be an effective Home Worker



**Establish a Routine**

Choose 3 times



**Do Eat That Frog**

Identify your frog each day & eat it first



**No More Cabbage Butterflies**

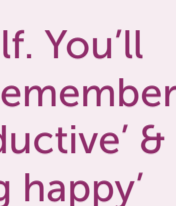
Remove distractions, e.g. turn off email notifications, & do 'start to completion'



**Write a Daily To-Do List**

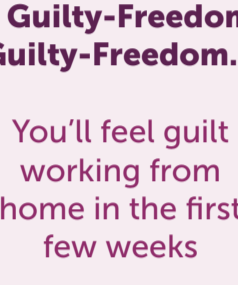
Write a new to-do list each day & asterisk what must be done that day

## I-solation



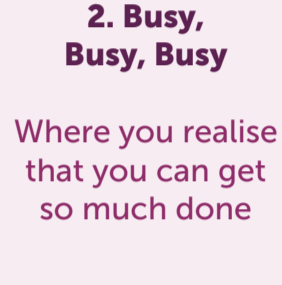
The Key to Isolation. Don't isolate yourself. You'll want to 'get your head down' & work. But remember that 'you working' is about 'you being productive' & 'you being productive' is about 'you being happy'

### 3 Key Stages of Isolation



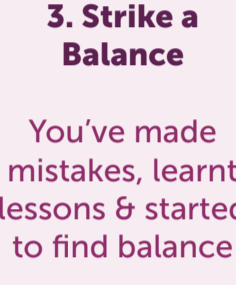
**1. Guilty-Freedom-Guilty-Freedom...**

You'll feel guilt working from home in the first few weeks



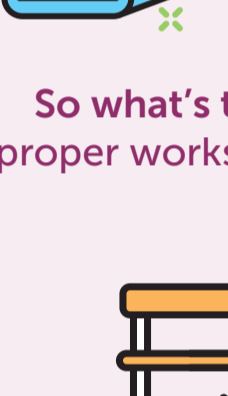
**2. Busy, Busy, Busy**

Where you realise that you can get so much done



**3. Strike a Balance**

You've made mistakes, learnt lessons & started to find balance



### Isolation Best Practice

Minimum every two weeks - Get out. Go to a coffee shop. Meet a friend for breakfast. Walk into town. This must become part of your weekly routine to look after your well being



# N-eat

So what's the problem? Not only do we need the proper workspace, but we also need specific working from home clothes



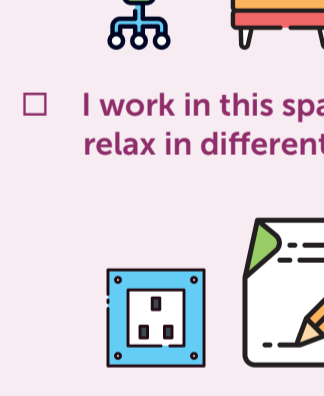
### Neat Best Practice

Select your working at home, work clothes. Put these at one end of your wardrobe. Don't mix them up with the other 'wardrobes'

## D-eliverables

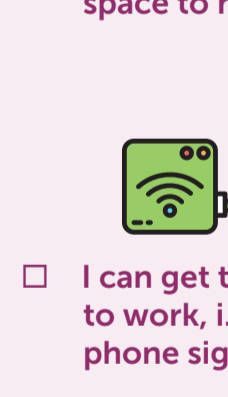


Change is hard. The question we need to answer with each report is: Why are you on the payroll?



### Set SMART Targets

Your 121's move from tactical discussions about what's happening & emails sent, to 'What can I do to help you to identify your third £1m opportunity?'



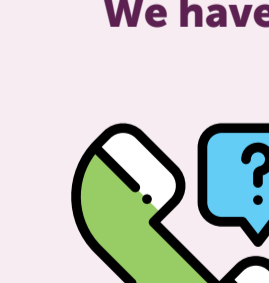
### Deliverables Best Practice

Have a 121 with your line manager. Or line manager, have a 121 with your reports. Agree on SMART targets for the year. Then talk about those targets at least once per month.



# S-space

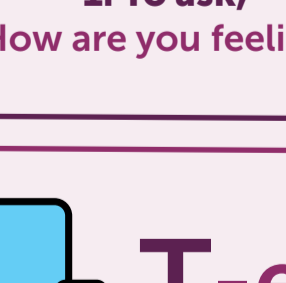
This is a checklist for your work at home space. Use it to create your productive space at home for you to work. This will help with your mental state:



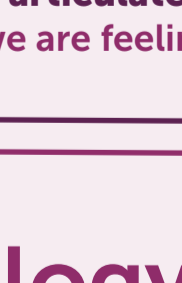
I work in this space & relax in different space



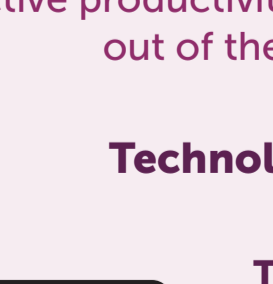
I can set-up a desk of my things



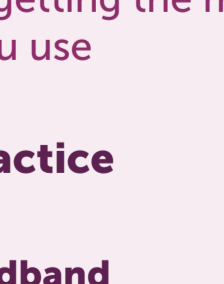
I have all the necessary things I need around me; sockets, place to write, a really comfortable chair, space to move, etc



I will not be disturbed



I can get the technology to work, i.e. the wifi and phone signal work

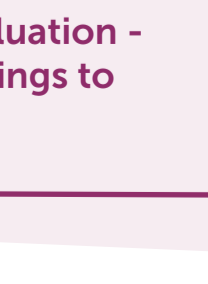


I cannot be seen by delivery people at the door



I have natural light

## E-motions



Sharing how we feel is imperative. When we change to work at home, our colleagues can no longer see how we feel

### Emotions Best Practice - We have two responsibilities:



**1. To ask, 'How are you feeling?'**



**2. To articulate, how we are feeling**



# T-technology

Broadband and mobile – are the foundation for effective productivity. It is about getting the most out of the tech that you use

### Technology Best Practice



**Test your broadband & mobile phone signal**

If they are not up to the job, get them upgraded because your productivity will suffer



**Use A.C.E**

Agenda, Capture, Evaluation - to manage your meetings to be effective

The key to not feeling isolated, being the best version of you & achieving the highest productivity is:

Your mindset is the key.

To unlock the advantages of working at home combined with the challenges it presents, you need to be prepared to learn and then change. The evolution is to do that remotely by adopting the 7 best practices above.

M.I.N.D.S.E.T



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