

Super-Productive: How to Successfully Work from Home

Optimizing Work and Well-Being

Youth INC– April 3, 2020

Structure

Morning Routine

Wake up as if going to the office.
Shower and change out of pajamas.
How can you signal your brain (priming) that it's time to work?

Where to Work

Create a dedicated workspace (if possible).
Consider a standing desk and headphones.
Sign indicating availability?

Address Obstacle to Productivity

Kids, TV, video games, kitchen, bed, etc.

How to Work

Plan your day the night before.
Match hardest work with window of peak performance.
Take breaks – use pomodoro technique.
Hydrate and break for lunch.
Create structure for kids that are now home-schooling.

Create Boundaries

How can you reduce the temptation of some of the things at home that aren't at work?
How can you resist the siren's call to binge on Netflix, food, social media, and video games?
Can you set boundaries or rules for yourself?
Can you put your phone in airplane mode?

End of Day Routine

How can you signal your brain (priming) that the workday is over?
Creating a plan or to-do list for the next day.
Turning out the light and/or computer in your workspace.

Connection

Avoid Isolation

Working from home can feel lonely and isolating. How can you stay connected?

Engage with Others

Colleagues – communicate clearly and often.
Family – regularly video conferencing.
Friends – virtual coffee or lunch.
Community – how can you support others?

Acknowledge and validate feelings (yours and others.) Labeling emotions reducing the intensity and duration of negative feelings.

Focus on Strengths

How can you leverage your strengths? How can you leverage the strengths of your colleagues?

Well-Being

Sleep-Exercise-Mindfulness

Productivity and well-being. One of the best ways to increase productivity is to take care of your physical and mental well-being. Sleep, exercise and mindfulness also boost immunity.

Sleep Hygiene

Consistent sleep and wake time.
7-8 hours a night.
Avoid screens before bedtime.
Cool room.
Blackout shades.

Exercise and Movement

Spend time outside – bike, run, walk.
Create a makeshift home gym – jump rope, exercise bands, etc.
Build in movement – sitting is the new smoking; be sure to move around in addition to getting cardio activity.

Mindfulness

Being present and in the moment. An awareness of when your mind wanders.

How mindfulness helps

Research shows that mindfulness meditation:
Reduces activity in part of brain where anxiety resides; improves sleep; reduces symptoms associated with depression, increases working memory, improves concentration, strengthens immune system.

Apps: Insight Timer, Headspace, Calm, Simple Habit, 10% Happier.
Cory Muscara: Podcast – Practicing Human

Strategies to Work Successfully from Home

1. Wake up as if going to the office.
2. Shower and change out of pajamas.
3. Create morning routine to prime brain. Kids too!
4. Dedicate a workspace.
5. Consider a standing desk? Headphones?
6. Address obstacles to productivity.
7. Plan your day the night before.
8. Match hardest work with window of peak performance.
9. Take breaks; use pomodoro technique.
10. Hydrate.
11. Take a break for lunch.
12. Create an end of day routine to prime your brain to rest.
13. Communicate with colleagues clearly and often.
14. Video conference with family members.
15. Virtual coffee or lunch with friends.
16. Seek opportunities to support your community.
17. Acknowledge and validate feelings (yours and others.)
18. Focus on strengths (yours and others.)
19. Protect your well-being; boost immunity.
20. Prioritize sleep, exercise, movement, and mindfulness.

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Super-Productive: 120 Strategies to Do More and Stress Less
(available on Amazon)

