

Network to Work Meeting - January 2021

RESOURCE DOCUMENT #3

8 Tricks for First-Time Remote Workers

When you are training from home, we know it is very easy to give in to distractions such as the TV, the refrigerator, household chores, our pets, etc. However, if done right, you may find that you can be extremely productive.

Here are eight tips to keep you motivated and productive when you're training from the comforts of home.

1. Establish a Rotating Routine

While a routine might sound like doing the same thing day in and day out, following that definition usually only leads to boredom. Instead, create two or three daily routines for your work week, and vary the days you do them. This mixes things up, keeping your brain more alert and engaged.

2. Create a Timed Checklist

Making a list of things you need to get done each day, assigning a time limit, and setting a timer can work really well if you have a competitive streak. You are in competition with yourself to get things done on time! Keep yourself motivated by rewarding yourself with that extra time – if you finish something 10 minutes early, give yourself that time to take a walk, channel surf, or make a cup of coffee. Then get back on schedule!

3. Schedule “Lazy Time”

Don't make the entire day about work. Often, if you aren't careful, you will find yourself letting work creep into your evenings and weekends. Because you don't have to worry about a commute, you may start working earlier or let it slide later into the evening because you aren't experiencing your usual end of day routine. Be sure to monitor your daily workload – and if you realize you're putting in more hours than required, sprinkle in some free time throughout the day to do what you want. This could be walking your dog, meditating, cooking lunch, etc. These breaks will help reset your mind and prevent burnout.

4. Identify Quiet Hours

Know when your housemates or family members are going to be around and plan ahead. During these hours, focus on less mentally-intensive tasks. Or, use that as your “lazy time”. That’s why some remote workers like to start at 6am while others burn the midnight oil. If you don’t like either of those options, make a different plan to get the most done based on others’ schedules.

5. Diversify the Work Scene

Same scenery, different day. Feeling uninspired? Take your home office mobile from time to time. Make phone calls or do reading or writing from a patio, park, or even another room; this can enhance your focus and break up the monotony.

6. Stretch and Exercise

Training from home gives you more flexibility to fit some exercise into your day. Start a new routine of a few staircase reps, a stretching regimen, or a daily walk around the block. The physical activity will jumpstart your brain and help break up a long stretch of work.

7. Prep Your Meals

Remote workers can tend to face one of two food dilemmas – they either get lost in their work and forget to eat, or they’re snacking all day without regard to healthy meals. Both can lead to low energy levels and lower productivity. Give your meals the prep time they deserve. Either use free time in the evenings or weekends to make easy-to-reach-for meals and snacks, or take a full lunch break to cook yourself a meal.

8. Turn Off Devices

If a phone call, text message, Facebook alert, or a news or weather alert comes in on your computer or smart phone, you can easily find yourself drawn into a black hole for an extended period of time. When you’re home alone, it’s harder to control yourself when your browsing habits are on auto-pilot. Be mindful about your devices; consider an app that will block access to social media accounts for a prescribed amount of time. With nothing buzzing or pinging, you’ll be amazed how much you can accomplish. Best practice? Turn your phone off.

Source:

https://blog.gotomeeting.com/8-simple-tricks-stay-focused-working-remotely/?_ga=2.176049954.1284185676.1603307041-1496477875.1582899443