

EFFICIENT HOME WORK

Checklist



Work From Home Productivity Checklist

Work From Home Challenges

- You work near to the environment you relax in, so the line between work and play can become blurred
- You need to create your own work environment and provide your own tools and software
- You are surrounded by distractions
- There is no accountability and no one leaning over your shoulder
- You don't have a need to exercise or to go outside
- The worst-case scenario therefore is that you end up:
 - Working late
 - Staring late
 - Not shaving or washing
 - Working in pyjamas
 - Never going outside or exercising

Work From Home Tips

- Finish work quickly so that you can end when you like
- Create the ideal environment to work in for your sensibilities
- Spend more time with the people and things you love
- Use lifestyle design to choose how and when you will work

Productivity Hacks

- Eat the frog – this means completing your biggest and most unpleasant job first
- The one minute rule – finish tasks that will take one minute or less *immediately*
- The Pomodoro technique/creating rewards – you can't work for 8 hours straight, so schedule breaks during the day and keep track of them
- Start tomorrow's job – start tomorrow's task before you clock off and now you don't need to start that from fresh first thing tomorrow.
 - We also hate unfinished tasks, so it will be easier to pick this up right away
- Use to-do lists – add anything you can't finish to your list and then have a schedule time (20 minutes toward the end of the day, perhaps) to go through those items

How To Optimize Your Home Office

- Should be tidy
 - Use systems to keep it organized
 - Try using a paper tray/file system with work you are working on, work you need this week, work that you won't need for a while but can't dispose of
 - Go paperless where possible
 - Spend ten minutes at the end of the day completing tasks
- Comfortable
 - The right temperature, lighting, and décor will have a physiological effect on your body, altering your mood and ability to focus!
 - The right chair and desk are important to prevent strain and other issues
 - Having more than one place to sit can be an effective way to prevent health issues and also to keep things fresh so you don't feel stagnant and trapped
- Inspiring
 - Use images of people who inspire you
 - Use examples of great work in your field

Powerful Apps and Gadgets:

- Todoist is a fantastic to-do app that will help you to set tasks and then stick to them.
 - Powerful natural language interpretation makes this easier to use
- Notion is an incredible note-taking software that many people describe as a “second brain”
- Zoom is useful video conferencing, used by most professionals and organizations
- Asana is project management for teams and is extremely useful
- Docusign is used for signing documents when you can't be physically present
- GoogleDrive offers cost effective cloud storage and also collaboration tools
- Sharepoint is a Microsoft alternative to Google Drive. Very useful for collaboration using Microsoft Office tools
- Freedom is an app that lets you block other apps and websites that usually take up your time
- RescueTime lets you see how you're spending your time throughout the day
- The Apple Watch is a surprisingly powerful productivity tool
 - Keep your to-dos on your wrist
 - Check notifications without getting out your phone
- Monitor your stats (such as steps) to ensure optimal health

Healthy Habits

- Make sure you spend at least some time outdoors
 - Vitamin D is crucial for hormone balance, mood, and sleep
- Get some form of exercise
 - Cardio
 - Mobility/strength from something like yoga or calisthenics
- Drink plenty of water throughout the day
- Try to get social contact
 - Images of faces on your desk can have a healthy impact
 - Better is to meet friends for lunch, make calls, or hang out after work
- Make sure you prioritize your sleep
- Create a strict separation between work and relaxation