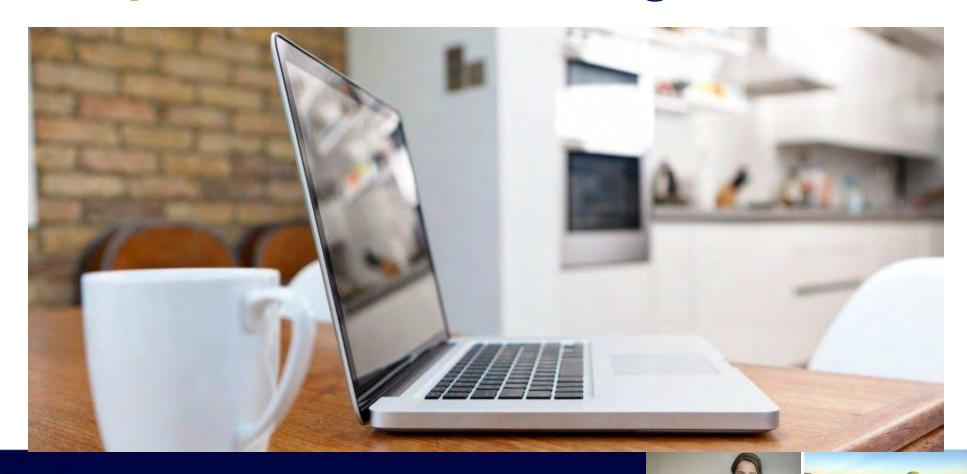
How To Boost Productivity and Manage Disruptions While Working From Home





Which of these strategies will serve you the MOST to be effective working from home?











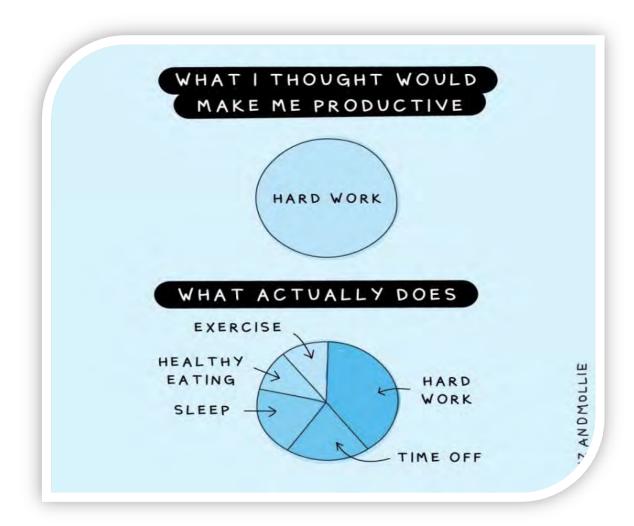








WORKSHEET: Ban Blursday



	ich of these areas do I want to reset my of working, in order to "Ban Blursday"?
	My dress standards My work area set-up Lunch Breaks Clocking off My commute Other:
2. Here	's what my reset will look like:



RECAP: The Word Priority

Remember that the word "priority" was originally singular.

As you work, think about what is THE most important task to do next versus trying to do everything at once.









RECAP: Goal Tracking

- 1. In addition to writing our their goals, the most successful people also develop concrete plans for how they will achieve them
- 2. They also focus on hitting a small number of goals each day in order to consistently achieve them
- 3. Studies have found no statistically significant difference regarding whether you <u>track your goals</u> online, using a whiteboard, or with pen and paper. The more important factor is to use whatever YOU feel comfortable with so that you can sustain it over time.









RECAP: The Ivy Lee Method

- 1. Write down your 6 most critical tasks
- 2. Prioritise them
- 3. Concentrate on the 1st task until it's done
- 4. Keep going. Move unfinished tasks to the next day's list
- 5. Repeat







WORKSHEET: Managing Distractions



A recent study by Rescue Time found that 48% of people who didn't achieve their daily goals said that the main reason was due to distractions.

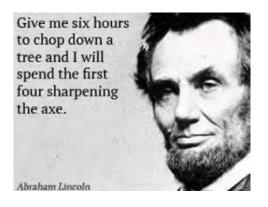
This was the top reason given.

My potential distractions and how I can mitigate them:

My potential distractions		How I will work around them	
•		•	
•		•	
•		•	
•		•	
•		•	



WORKSHEET: "Paint It Done"



"Done" is a term used in Agile, where a team is really clear on what the outcome will look like once a task is completed.

"Paint it done" is a term coined by Brene Brown that builds on this. It's about describing to someone else exactly what a task will look like once you've completed it.

Describing, or even drawing a picture out, is what "paint it done" looks like. At work, when someone asks you to do something, you can say "paint done for me". This will help you get on the same page, especially when you're not sitting side by side.

What (your goals) The outcomes I will achieve	"Paint it done" I will know I've completed this goal when
•	•
•	•
•	•
•	•



WORKSHEET: Pomodoros



Pomodoros are great for structuring your day and getting clear on the priority order of your to do list.

Simply choose your most important task and break it down into a small enough task that you can finish it in 25 minutes.

After 4 Pomodoros, take a longer break.

My Pomodoros for the day

You can schedule Pomodoros directly into your online calendar in between existing meetings. Otherwise, you can use the template below:

Pomodoro	Time	Task to complete
1	am/pm	•
5 minute break		
2	am/pm	•
5 minute break		
3	am/pm	•
5 minute break		
4	am/pm	•
15-30 minute break		

