

# WORKING FROM HOME

Productively & Efficiently

## MAINTAINING ROUTINE

### Create a Routine Similar to What You Are Used To

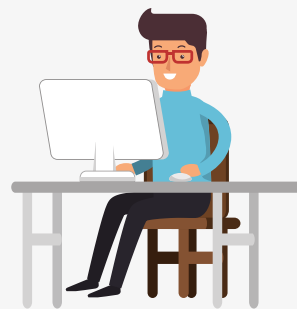
- **Maintain Similar Patterns:** Get up & go to bed at the same time you and/or your kids usually would & eat around the usual times, for kids this can mean setting a lunch-time & recess period.
- **An Earlier Start:** for maximum productivity & minimum burnout, as early possible knock-off smaller tasks e.g. responding to e-mails while making breakfast etc.
- **Structure the Day:** You are your own manager, segment what you'll do & when over the course of the day. Create a timetable for kids & allow them to input what they may like to do.
- **Plan Like a Pro:** A a daily task list helps to organize your work & allows you to track progress. It's important to let your agenda change if need be.
- **Finish On Time:** Just like when at work/school, pick a definitive time to finish daily.



## CREATE WORKING SPACES

### Have a Dedicated Work Space

- **Avoid the Bed & Couch:** dedicate a specific room or surface to work from. There may be a need for this space to be in monitoring view of children's activities.
- **A Comfortable Space:** Ensure that your space is comfortable enough to work from, but not too comfortable to allow distractions.
- **Limit Distractions:** In your dedicated work space, limit the use of and/or possibility of external distractions e.g. Social Media, Television.
- **Set Goals:** Select a task(s) and list out workable steps to achieve them within specific time frames.



## USE RESOURCES AVAILABLE

### Technological Advantages

- **Stay Connected:** Use apps to communicate with co-workers to ensure that the team is meeting deadlines.
- **Accessible Apps:** Examine what apps are available to help with your planning & time-management e.g. Google Calendar as a virtual alternative to a physical calendar & has reminders available
- **For Kids:** There are virtual programs & education tools that allow them to keep up-to-date with academic studies, providing correction & guidance with minimal monitoring.

*Pro Tip: Examine your youth's device & the respective parental controls.*



## WORK SMARTER

### Enhance the Way You Work

- **Communication is Key:** Communicate with the adults around you so that you all are on the same page with expectations & needs.
- **Set Clear Boundaries:** let those around you know when you're on an important call and/or need not to be disturbed. If possible have kids create a fun "do not disturb" sign
- **Time Yourself:** Set aside large blocks of time for your heavier tasks. Use house-hold chores as timers e.g. use the time to start and finish something from your to-do list before changing the load of laundry.
- **Work At Your Most Productive:** Motivation naturally ebbs & flows during the day, take note when it happens. Capitalize on productive periods, saving harder tasks for when motivation is high



For More Information or Support Please E-mail Us At:

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Or Contact Your Designated In-country Help-line