

MASTER THE ART OF WORKING FROM HOME

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The present circumstances across the world have compelled us to re-examine the way we work. Some persons may have been given the opportunity to work from home by their employers. This can sound like a utopian option, but experience has taught me that working from home requires many key elements for success, including **DISCIPLINE!**

Here are **6 tips** I'd like to share for anyone who is now working from home:

- 1** Establish a schedule. Don't assume that since you are on 'your time' now, you will get everything done without determining a routine. Unless your employer requires that you follow a certain timeline, set one for yourself. It will make you more productive and focused and help you accomplish more.
- 2** Avoid distractions. Being at home with all of your usual comforts and guilty pleasures can draw you into a wormhole of unproductively. Working from home is not an invitation from Netflix to spend more time together. This is remote WORK. If you need to set black out times from social media, TV etc to ensure that you remain on task then do so. It's easy to slip into familiar habits when you are in your place of comfort.
- 3** Establish a work SPACE. This could be your dining room table, living room or home office, or any other space you find conducive to work. Some persons are able to work from their bedrooms or even in bed. This may not work for everyone, so be self-aware enough to admit what space makes you most productive. If you'll be drifting off to sleep every 15 mins in bed, that may not be the best place to work.
- 4** Maximise online services. From Google Docs to Team Viewer, there are so many online services that allow persons to work together remotely. These can often close the gaps that arise through distance and make it possible for meaningful collaboration and group think.
- 5** Make time for yourself. This is not a contradiction to my previous points about focus and discipline. One of the benefits of remote work is that you are in greater control of your schedule. Use that as an asset. Make time for personal development, reading, rest and reflection, exercise and other activities that help you live at your best.
- 6** Learn how you work. Many of us have become conditioned to someone else telling us how, when and where we work. This could be a time for your engage in self-exploration where you discover your most productive self. What time of the day is your most productive time? How can you structure your work around that? What environments make you come alive professionally? This is a good time for that type of professional introspection.

