

Stay FOCUSED while working remotely

with 
CONSULTING



Shared Space

Set Boundaries & Expectations.

Communicate early and often about **workspace & technology needs, important calls & heads-down time**. Don't forget to revisit if it's not working.



Office /Desk

For Peak Productivity.

Your phone is designed to *distract* you, & often you do NOT need it near you while working. **Put it in another room & set a timer for 30 minutes**. You won't be sorry.



Bed-room

Create Sacred Spaces.

[Harvard's Division of Sleep Medicine](#) recommends keeping work **OUT** of the **bedroom** to help your brain disassociate work & sleep, resulting in *better* sleep.



Perspective Change.

In times of rapid change (i.e. every day), the same approach won't cut it. **Get outside** to interrupt your brain's routines - or, at a minimum, **change up your workspace** frequently.

Outside



Drivers & Rewards.

Make your goals *visible* & **ELIMINATE** work that doesn't support them (for real). When you make progress, **reward yourself** with bits of happiness (coffee, snack, walk, etc.).

Kitchen



Fill All Your Buckets.

Fill your **Health, Relationships, and Work** "buckets" equally. Remember that the work bucket will always be there, but the other 2 can be *lost* completely. [How to live a good life, by Jonathan Fields](#)

Every-where