

## BEING SUCCESSFUL AS YOU WORK FROM HOME

1. **Prepare your workspace.** ... find a place in your home that you will feel productive. Mine is right next to a window. I like natural light and I also like to look out and see people walking by or nature when I need a mental break. It doesn't need to be a big space, but make sure you have everything (pens, charger, phone, paper to take notes, water, snacks).
2. **Use this place every day so it becomes routine.** If you have kids, remind them that when you're at this place it means you need to get something done and you promised to give them you're 100% attention when you're not sitting there.
3. **Shower, dress, get ready for work each day and create a "Routine".** ... Set a schedule for yourself. Wake up at 6, get dressed, have coffee, then 9am start lead generating. I am changing my routine now that I'm home with my kids. They get up at 5:30, we have breakfast, we play, then I'm scheduling any important calls at 9am and my kids can have 1 hour of screen time. Then I can respond to emails, do misc. things during the day. At 3:30, I then can work (showings, etc). I stay up till late making up for the hours I spent enjoying my children.
4. **Take a break, stay active. ... take breaks throughout the day.** Go for a walk, fill up your water, just change the scenery, but come back and get back at it. **Don't go sit on the couch and turn on the TV.**
5. **Create new "Normals" for yourself and your family.** Exercise, activity, play time.
6. **Prioritize everything from a work perspective.** "What's the 1 thing that has to get done right now?" Complete that. Then ask "What's the next thing that has to get done right now?". etc....Complete necessary tasks in short "sprints" vs. long marathons. 50 minutes at my work space and then a 10 minute change of scenery. Then 50 minutes on the next most important task, 10 minute break, etc....
7. **Plan your day around how to get social interaction** with others should that be something you enjoy and need. Personal contact may become more challenging so look for other ways to accomplish this. Zoom, Facetime, Online interactive gaming with others, etc....
8. **Give yourself grace and patience.** We're all learning something new. You don't have to be mother or dad of the year right now. I remember when I had a newborn people would say your job is to keep that baby alive. Well right now that's the same. Your job is to keep your children safe, keep food on the table and as your work in your routine start adding in the educational elements for yourself. Use the down time to deepen your skills for your business.

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