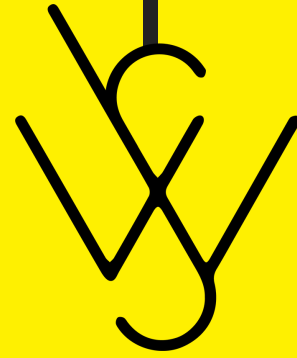


WFH TIPS & TRICKS



BY
SLWLIFESTYLE
COACHING



TOP TIPS

Wake up at the same time each morning

Trust me, this is key! it's so easy to give yourself an extra 30 mins in bed, or even a cheeky hour, but you can't! I encourage you to continue your normal morning routine. If you are a parent, this could help as you have little people waiting to be fed and wake up at ridiculous hours anyway!

By doing this, it's starting your day in the right way, setting yourself up for success!

Morning routine

Again, a morning routine can set you up for a positive day. It can be as extensive or minimal as you like but essentially you are making time in the morning to do an activity that makes you happy - read another chapter of a book, coffee and newspaper, exercise, stretching or even a chore before you're ready to start work!



Get dressed!

We've all done it...stayed in our PJ's all day when we work from home and it gets to 3pm and you're like...what on earth do I look like here! Well stop it, get dressed!

Plan & Prep

What I do best, and it seriously pays off!

Plan by writing your to-do lists, normally you'd scope out what the week would look like. Then jump onto your online calendar or diary and BLOCK out when you will be working on that activity or project. It's helps you stay on track and productive!

TOP TIPS



Take a break...have a kit kat!

Having decent breaks is very important, however it's easy to add on an extra 5 minutes, and a further five, so set a timer, be strict. If you have an 'alexa' or similar, this is great as she keeps you on track (and you can talk to her if you wish ;-))

Don't be tempted to tune into the TV and sit on the couch. If you do this at work then that's fine, but I'm guessing most of us don't watch TV at work... so don't start now! You're brain relaxes and it will be even harder for you to get back into this swing of things for the afternoon!

Do some exercise, sit outside and get some fresh air or contact a friend for a catch up!

Staying focussed with family around you!

WFH parents! I salute you. I'm one myself and boy, it's a daily challenge. Two adults working from home and homeschooling is a new scenario in most families nowadays!

Aspire to find focus by taking shifts for homeschooling tasks, support each other in managing virtual meetings - a solid 1.5 hour blocks without distraction is key in this scenario.

Good luck - and don't be harsh on yourself. Take each WFH day as it comes. You've got this.