

12

Essential Productivity Strategies When You're Working from Home

Lisa Manyoky, CTACC

1

Allocate a specific space for work

Designate a desk, a corner, a closet, or a separate room for work. Ideally, be able to leave this spot and keep it out of sight when your workday is complete.

GOAL: To be fully present no matter where you are



Assign start and end times to your workday

Decide when to start working and when to stop, and uphold that decision (*unless, of course, it's vitally important to work late*). The new, shorter commute to your "office" is convenient, but it can be hazardous if too much work encroaches upon precious time with family and friends.

GOAL: To strike a balance between work and life outside of work



Dress for productivity

Wear whatever you would typically wear to work, or...work in your pajamas! If your attire doesn't affect how much you get done and how well you do it, then put on your slippers and sweats and get to work!

GOAL: To be comfortable while also being productive



Institute ground rules for others who are home while you're working

Enlist the support of kids and partners to honor the time you need to work in the way you need to work.

Notes under the door, texts, and scheduled check-ins are alternatives to unannounced comings-and-goings.

GOAL: To facilitate maximum productivity



Designate an accountability partner

Without formal policies, procedures, and timelines in place, it can be tempting to procrastinate. Choose an ally who will routinely check on your progress toward completion of tasks and will help keep your attention where it needs to be.

GOAL: To ensure that you meet responsibilities in a timely fashion



Keep distractions to a minimum

Clear your workspace of clutter. Keep one thing at a time in front of you. Wear noise-canceling headphones. Do the laundry before you begin working. Stock up on food and snacks the kids can access without your help. Close the office door if you have one, and post a sign with directions to visitors.

GOAL: To give yourself the best chance to sustain focus



Use a separate phone line exclusively for work calls

Designate a separate number to provide privacy when you need it and to keep your workspace contained.

Turn off your work phone's ringer when you leave your "office."

GOAL: To prevent work from intruding upon home life



Mute background noise when you're making business calls

If background noise is hard to control, then mute your phone when someone else is speaking. Or, graciously excuse yourself from group calls if you can't silence the distractions. Reschedule calls when the household is quiet, communicate via messenger, or email instead.

GOAL: To create a professional presence even though you're home



Delegate specialty tasks to specialty providers

“Doing it all” often results in overwhelm, error, and cost-IN-efficiency. Let specialists assume specialty tasks that are not in your zone of genius, such as bookkeeping, accounting, design, marketing, etc.

GOAL: To use your time in the best and most productive way possible

10

Seek out company if you're feeling isolated

The solitude of working from home can get tiresome or uninspiring. Seek out companionship by way of networking events, allocating a window of time to make social calls, or holding a virtual meeting to reconnect.

GOAL: To boost morale when loneliness creeps in



Turn off your work mind when you turn off the desk lamp

Develop a routine that enables you to transition out of work mode into home mode. When it's time to wrap up, open the door, let in distractions, sip a cocktail, or meditate to decompress.

GOAL: To replenish mental resources

12

Take time to recharge

Whether your time off is a traditional 2-day weekend or singular days here and there, teach yourself AND your clients/customers/colleagues to respect your time away from the office. It's important that you take a break from work to rest. Leisure and enrichment are good for the mind, body and soul.

GOAL: To reduce stress and increase overall life satisfaction

Email: lisa@lisamanyoky.com | www.lisamanyoky.com

lisa manyoky

BUSINESS & PERSONAL PRESENCE

A stylized, colorful signature in a cursive script font, transitioning from orange to purple. The signature reads "maverick".

Lisa Manyoky is an energetic personality who is the founder of Presence Intelligence®.

Lisa is known for her acute understanding of the visible and invisible information exchange between people that constitutes presence. She has made it her mission to help others develop, refine or repair theirs.

FUN FACT: Lisa's hairsplitting focus on spoken and written words has earned her the nickname of "Words Maestro."

Email Lisa directly at lisa@lisamanyoky.com to talk about ways she can help you put your best self forward—in person and in print.