

SET UP THE RITUALS
AND ROUTINES TO
'TURBO-CHARGE'
YOUR HOME
WORKING
PRODUCTIVITY

Love working from home series



1) Identify a system to get your priorities in order and make a weekly appointment with yourself to schedule them in.

Grab your 'to-do-list' and test out some of the following:

- Identify the 'Big Rocks' i.e. high-value tasks that move the dial personally and professionally in the long term, don't let the urgent things crowd them out
- Stop doing list - consider what are the things that are not creating value right now or are no longer a priority
- Identify your 3 most important tasks (MITs) at the end of your day for tomorrow, stick it on a note on your computer so you start the day focused
- Run a work-flow system like a 'SCRUM board' by creating 3 columns (on paper or using a project management system like Trello), labelled;
 1. 'Back-log': brain dump all tasks
 2. 'Doing': move items into this column when they are the priority that week or day
 3. 'Celebrate': move items across when they are complete taking note of why this task is important



BONUS TIP: What you can measure can be optimised

- Use '[Rescue Timer](#)' to track your browser behaviour
- Use '[Screen Time](#)' to track and restrict social media time
- Use '[Clockify](#)' to track the time you are spending on different tasks

BONUS TIP: Kids activities

- [Here](#) are some ideas for keeping the kids engaged outside at this time

2) Create the space for 'deep thinking' to get your big rocks done and keep procrastination at bay

- As Cal Newport said practice '[deep work](#)' – identify your cognitively challenging tasks and block space in the diary to complete at a time when your energy is optimal (for most people this is 1st thing before emails / meetings take over)
- Sprints - set focused time for your deep work:
 1. Specific timeframe - 45 - 50 min, set your alarm clock NB: if you get distracted easily or have a limited window between taking care of the kids, start at 10 mins and build up
 2. Remove distraction – turn off notifications, work offline
 3. Get crystal clear on the outcome of the task
- Schedule specific times for sending and reading emails (e.g. 30 mins at 11 am 1pm and 3 pm).
- Adopt the mindset of Tim Ferris when he said 'eat the frog' - tackle the thing you don't want to do 1st in the day

3) Weave wellbeing into your day to maintain your energy and improve focus

- Use Binaural beats eg, [Brain FM](#) to keep yourself focused and in the zone or for my extroverts '[coffee shop sounds](#)'
- Train your brain for focused work via mindfulness based exercises – 5 mins a day, try [Headspace](#) or [Insight Timer](#)
- Re-charge your body and brain by take energising breaks every 60 - 90 mins; make and savour a cup of tea, get up and stretch, go for a walk in nature, put your feet on the grass, call a friend, have lunch away from your desk, meditate