

working from home and staying sane

What are standards in office work?

Which of these elements can you replicate in your home office?

My current situation

What does not correspond to the standards?

Space

Temporary setup

Is this going to work for you long-term?

Fixed setup

Where can you set up indefinitely?

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Zoning

What goes into your zones?

Considerations

Which small changes can make work more enjoyable?

Technology

Is your technology set-up adequate?

Communication

Can you improve the way you communicate?

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Routine

What tasks can be used to create regularity?

Agenda

Which tasks need to go on your agenda besides 'work'?

Rituals

Morning

Create a 'leaving for work' and 'arriving at work' routine

Evening

Create your 'end of workday' routine

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Motivation

How can you personally stay motivated?

Comfort

How can you make your space more comfortable?

Thank you for your participation. Now get going and put all this into practice!

Send me an email: I'd be grateful for any thoughts you have on the webinar.