

# Managing Your Mindset – working from home



1. **Stay focused on the goals**
  - What did you plan to accomplish today?
  - Set incremental milestones to achieve
  
2. **Keep organized**
  - Organize your work space
  - A clear work space helps us to remain focused
  
3. **Use technology to your advantage**
  - Get comfortable with the technology you use
  - Fabulous technology is available, many of the basic subscriptions are free
  - Your company may also have tools available that have just not been utilized that frequently
  
4. **Manage personal narrative**
  - Feeling overworked and underappreciated with no one else there to notice? This is normal.
  - Check your perceptions
  - Measure your own productivity – did you achieve your goals?
  
5. **Have an accountability partner**
  - Partner with a colleague to check in on each other
  - This enables you to have regular conversations related to work
  
6. **Vary communication methods**
  - Relying only on email to communicate gets old fast
  - Find other tools can you use – phone, video conference, chat rooms
  
7. **Join the Work Family**
  - Set up regular video lunches, and coffee chats to stay connected as colleagues
  - Get to know the people you work with
  
8. **Manage Feeling Overwhelmed**
  - Stop what you are doing
  - Drop what you are working on; pause, regroup and reenter
  - Go with a new plan
  
9. **Recognize Your Core Motivations**
  - What inspires you, or gets you up in the morning to go to work?
  - Give this some thought – understanding leads to inspiration
  
10. **Take Regular Breaks**
  - Plan on 15min every 90 min
  - Our mind needs time to recharge and refocus