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Top Tips for Optimising Home Working

Laura Fox

EMPOWERING WORKPLACE
MENTAL HEALTH

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With thanks

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ABOUT ME – Laura Fox

- LinkedIn Consultant, Personal Brand & Careers Advisor for Maternity Returners & Career Pivoters
- 7 years at LinkedIn, as one of the first UK hires, tasked with building a new client offering and an EMEA team
- Worked remotely for the past 9 years, with one year spent in Thailand
- Mum of 2, my youngest with a chronic health condition
- Founding member of The Growth Project UK, a charity bringing together leaders in the charity and business sectors in an environment of shared learning.
- Clients include Mattel, Havas, Nationwide, McLaren, WilliamsF1, Met Police

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HAVAS
JUST

Nationwide
Building Society



McLaren

WILLIAMS

the
growthproject

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Today's webinar



Daily Rituals

Maintaining Focus

Communication &
Collaboration

Healthy Mind, Healthy Body

Family Matters

Closing Thoughts

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A few caveats



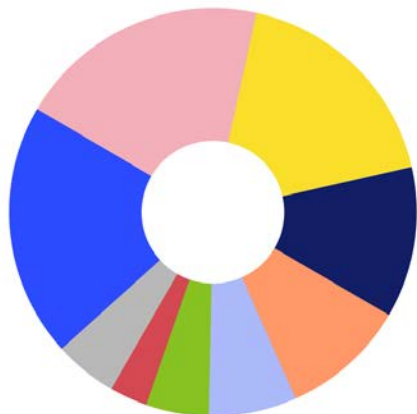
We have consciously avoided talking about tech. This is all about you.

I help people adjust from corporate life which has been typically office-based to working more flexible in a growing gig economy.

All information is my own opinion, and I have taken guidance in some sections from relevant experts in the productivity and nutritional field.

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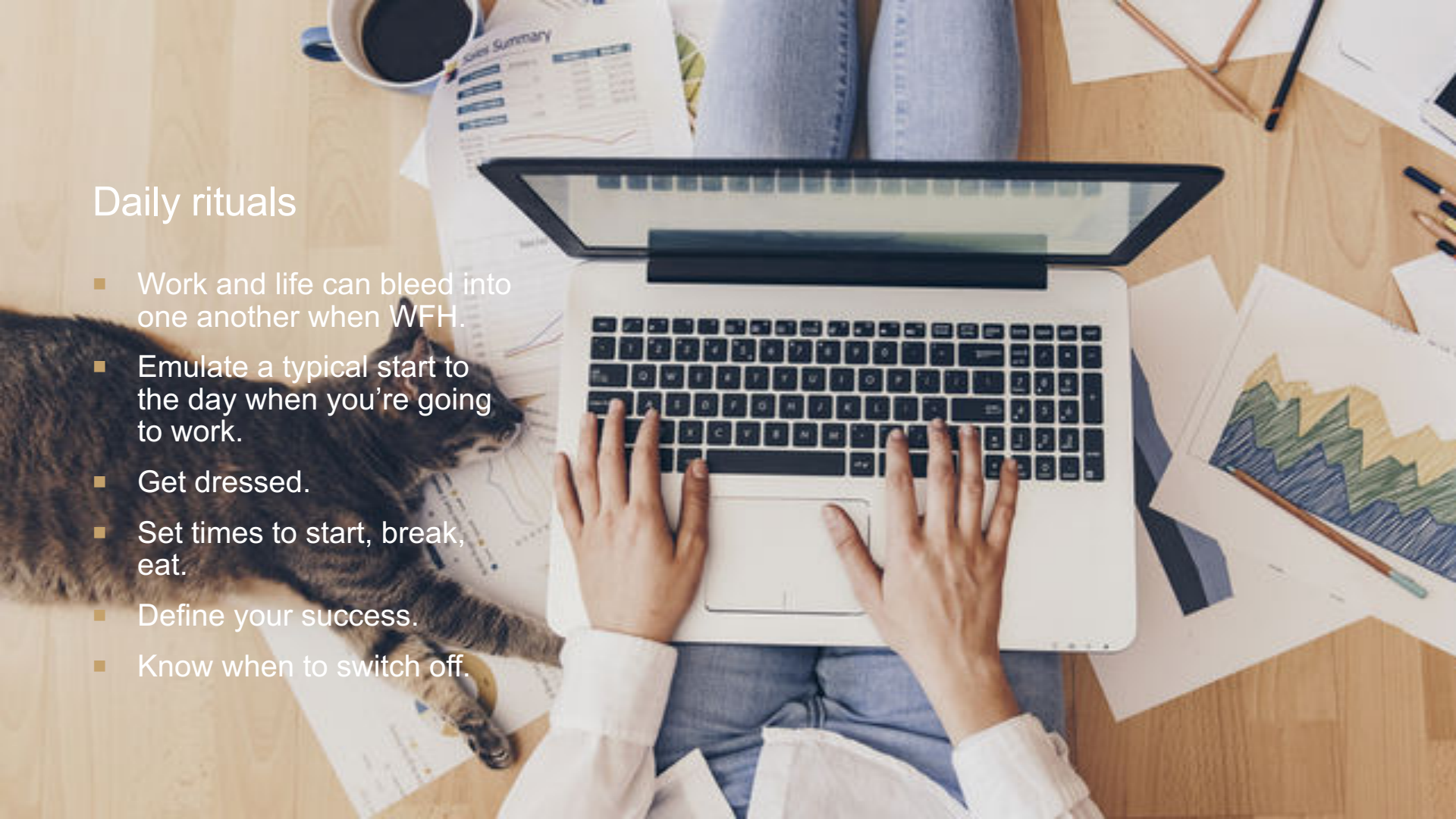
What's your biggest struggle with working remotely?



- 20% Collaboration and communication
- 20% Loneliness
- 18% Not being able to unplug
- 12% Distractions at home
- 10% Being in a different timezone than teammates
- 7% Staying motivated
- 5% Taking vacation time
- 3% Finding reliable wifi
- 5% Other

State of Remote Report 2020
buffer.com/state-of-remote-2020





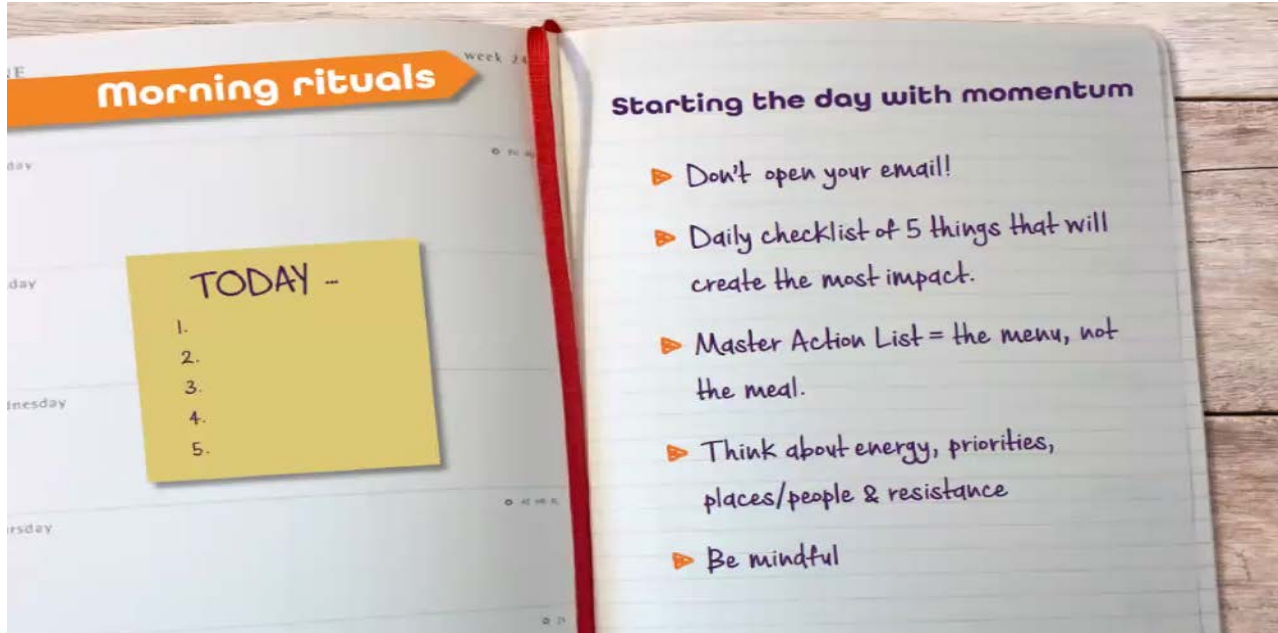
Daily rituals

- Work and life can bleed into one another when WFH.
- Emulate a typical start to the day when you're going to work.
- Get dressed.
- Set times to start, break, eat.
- Define your success.
- Know when to switch off.

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Morning rituals

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Find a place to work that is comfortable and supports your working needs.



If you can, sit by a window. Light is so important.



Put a note on your front door with instructions for delivery drivers.




Display your work day somewhere visible so your family/flatmates can see it.



Think about your relationship with your phone. They are designed to be sticky.



Mono task.

A man with a beard and glasses, wearing a blue and red striped long-sleeved shirt, is sitting at a wooden desk in a home office. He is looking at a computer monitor with a thoughtful expression, his hand resting on his chin. The desk is cluttered with papers, a keyboard, a mouse, and a smartphone. A green desk lamp is lit, casting a warm glow. In the background, there is a window with a view of greenery outside. The overall atmosphere is one of quiet concentration and isolation.

Avoiding isolation and feelings of loneliness

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Communication & collaboration

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- Organise virtual coffee breaks, eat lunch with someone else.
- Meet your colleagues' family, pets, see their home.
- Consider having an Accountability partner or find a buddy
- Over communicate with your team and manager at this time. They might feel a loss of control.
- Think about how you conduct calls differently in these times.
 - Check in with everyone on the call - allow everyone to speak, which allows people to connect
 - With more people on a call, the chat functionality can be very helpful

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Healthy mind, healthy body – movement & Sleep

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- Aim to move your body daily – this is important for mental & physical well-being, as well as hormonal balance.
- If you don't already have an exercise regime, start slowly – even a ten-minute walk around the block has its benefits.
- Stand up and move around.
- Take breaks.
- Sleep – 7-8 hours per day
- Switch off devices.
- Use blue-light blocking glasses.



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Healthy mind, healthy body – mindfulness

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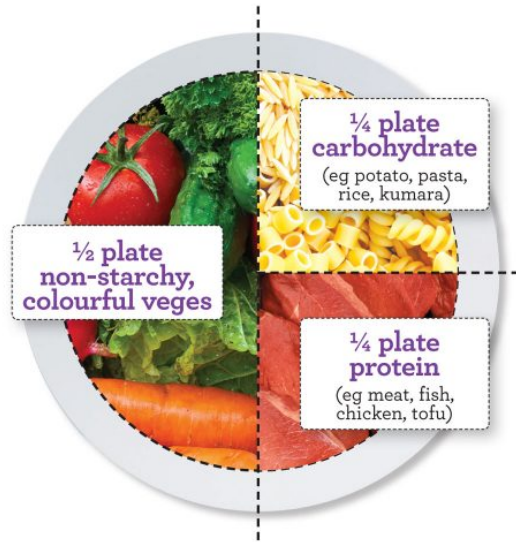
- Stress reduction is important for all of us and is paramount during this self isolation phase.
- 5-10 minutes of daily mindfulness meditation/breathing exercises can provide enormous benefits and lower the stress response.
- Headspace, Calm and Insight Timer are all meditation apps you can trial for free.
- Take at least 15-30 minutes a day, every day, to do something you enjoy (and solely for you) e.g. reading a novel, gardening, playing an instrument, having a bath with relaxing essential oils, listening to your favorite music/podcast, walking in nature.
- Take some time to nourish your soul, this might be learning something new or finally getting to an outstanding task.



BE KIND
TO YOURSELF

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Healthy mind, healthy body - meals



- Avoid the Fresher 15.
- Plan your meals, order ahead online when you can. Use your local shop to avoid big supermarkets, they have plenty of stock.
- Don't forget to drink.
- Pick up some quick tips from Jamie Oliver.

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- This is an unprecedented time, so lead with compassion for others' situation
- Experiment and accept unorthodoxy
- We're all human
- Prioritise quality attention with your kids
- This is an opportunity to redefine how you work and live

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Family matters – practical tips



- Split the day in half if you can with your partner, and either work the morning or afternoon
- Alternately, try one hour on, one hour off with the kids
- Plan, plan, plan – schooling, snacks, meals.
- Make a list of all the activities you can do with your children, and cycle through them
- Don't forget you can go out for a walk, so get outside.
- Accept they will want tech, but plan what, when and how much
- Try the traffic light system



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Closing thoughts

- There are many hidden benefits of remote working
- Embrace the unorthodox
- You have time back in your day. Use it wisely
- Have daily rituals, but be open to flexibility
- Stroke your pets. Play with your kids
- Get to know your colleagues on a different level
- Be kind



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- Thanks for tuning in!
- Any questions?
- Additional resources can be found at www.thiscanhappenevents.com/resources

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Additional resources

- www.thiscanhappenevents.com/resources
- LinkedIn Blog – 6 Tips for Working Remotely <https://blog.linkedin.com/2020/march/13/six-tips-for-working-remotely>
- Follow Hashtags #WFH and #Remoteworking on social media
- Guided meditations
- Michelle Sorrell <https://www.wonderofstillness.com/guided-meditations>
- Jamie: Keep Cooking And Carry On, Channel 4
- Yoga - <https://m.youtube.com/user/yogawithadriene>
- Forest – Stay Focused, in App Store, £1.99
- Online learning - <https://www.coursera.org/> and www.linkedin.com/learning

