



Efficient home-office Habits, behavior & routines

Munich, March 2020

Habits for working at home (1/3)

Efficient home-office

	Habit	Do	Don't
1	<p>“Establish a designated working area.”</p> <p>It's called a "home office" for a reason. Arriving at your designated "home office" will set a tone of diligence and focus on work for the rest of the day.</p>	<ul style="list-style-type: none">➤ Create a designated working space: a distraction-free setting that isn't used for any other purpose	<ul style="list-style-type: none">➤ Working from bed➤ Working in front of the TV
2	<p>“Dress for the job.”</p> <p>There is a real psychological benefit to dressing for your job even when you're at home to get into “working mode” and it looks better, when it comes to skype meetings.</p>	<ul style="list-style-type: none">➤ Get dressed professionally to get your mind into “work mode”	<ul style="list-style-type: none">➤ No pajamas to avoid “pajama / chill mode”➤ No Suit & Tie every day
3	<p>“Learn different mediums of communication.”</p> <p>Phone calls, emails, text messages, instant messages, and face chats are all available means of communication. In order to function efficiently, you need to learn several of these mediums and how to use them practically.</p>	<ul style="list-style-type: none">➤ Use each medium wisely and be open to different forms of communication for different co-workers	<ul style="list-style-type: none">➤ Using only one communication medium for different types of communication, e.g. only emails
4	<p>“Set hours and stick to them.”</p> <p>Starting and ending at a fixed time sharp will help you to maximize the time you do have and to protect yourself. Working from home can cause your personal & work life to bleed into each other, so it's important to draw firm lines between them for your mental health.</p>	<ul style="list-style-type: none">➤ Set the start of your day and end of your day at very specific times, and adhere to those times➤ Be strict with yourself	<ul style="list-style-type: none">➤ Sleeping too long➤ Working late

Habits for working at home (2/3)

Efficient home-office

	Habit	Do	Don't
5	<p>“Specify tasks for each day.”</p> <p>Creating a task list for each day you work from home can help you stay focused and give you a measurable indication of how well you're performing in a work-from-home environment.</p>	<ul style="list-style-type: none">➤ Create task lists➤ Organize your tasks by priority, specifying which tasks must be done by the end of the day	<ul style="list-style-type: none">➤ Not evaluating your results at the end of the day to look back what you were able to complete
6	<p>“Take breaks.”</p> <p>Taking a break clears your mind and gives you a refreshed perspective, so instead of allowing your day to bleed in with your personal time, make a clear distinction between "work time" and "break time".</p>	<ul style="list-style-type: none">➤ Go to a place where you can relax, e.g. in the kitchen or living room	<ul style="list-style-type: none">➤ Staying at your working space or “home office” during your breaks
7	<p>“Avoid interactions with family or friends.”</p> <p>Don't make working from home a group activity. Conversing with friends or family regularly throughout the day can lull you into a casual state of mind and distract you from your focus on work.</p>	<ul style="list-style-type: none">➤ Close yourself off➤ Tell your family and friends to treat you as if you are in a real office	<ul style="list-style-type: none">➤ Inviting family & friends for breaks or working sessions
8	<p>“Don't sacrifice face-to-face interaction.”</p> <p>Face-to-face interaction is still important. If you're working from home all day, every day, for an extended period of time, it's important to get in touch with your co-workers and clients via Video-Chats or SkypeMeetings.</p>	<ul style="list-style-type: none">➤ Look in the camera when you are talking with your co-workers and clients	<ul style="list-style-type: none">➤ Preferring permanent email conversations instead of setting up video calls

Habits for working at home (3/3)

Efficient home-office

	Habit	Do	Don't
9	<p>“Create mini-routines.”</p> <p>Routines provide an easy structure to your day. Create specific routines in your work-from-home days that help you get into the flow of work and it will become easier and easier to fall into habits.</p>	<ul style="list-style-type: none">➤ Create routines while eating breakfast, breaks and midday habits, e.g. checking emails while brushing teeth	<ul style="list-style-type: none">➤ Changing your routines / habits too often, e.g. weekly
10	<p>“Reward yourself.”</p> <p>Rewarding yourself appropriately throughout the day gives you positive feedback for your accomplishments. Your home has more opportunities for relaxation than your office, so use them to your advantage by pursuing them after you've done something worthy of reward.</p>	<ul style="list-style-type: none">➤ Reward yourself after finishing a big task, e.g. take a long break, go for a walk, fresh pot of coffee	<ul style="list-style-type: none">➤ Rewarding yourself for every single task you've finished



“Keep in mind that *everybody works differently*, and it will *take some time* to find a structure that *works best for you*. Stay committed to *your goals*, and eventually you'll create a *near-perfect system*.”

Tools & apps supporting your self management

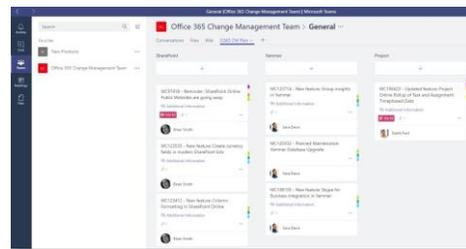
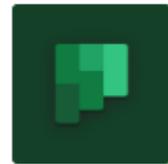
Efficient home-office

TEAMS / SKYPE CHAT



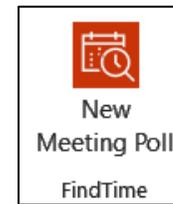
Use the Teams / Skype chat functionality to communicate & to get in touch with your colleagues easily.

PLANNER



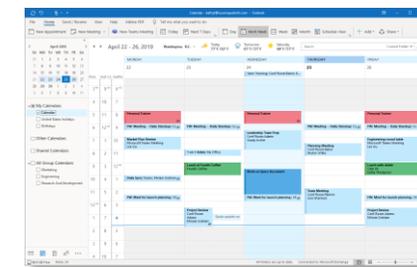
With Planner, your team can easily keep track of things, assign tasks and track progress. Prepare a new plan to move forward quickly.

FINDTIME



FindTime helps you to schedule meetings quick and easily. It shows which days and times suit best for you and the participants.

OUTLOOK CALENDAR



Outlook Calendar helps you to have control over your day. Put yourself blockers for your tasks into each day and structure your day.

h&z Unternehmensberatung AG

Neuturmstraße 5 | D-80331 München
+49 89 242969-0 |  @huzconsulting

www.huz.de

h&z The consultancy with
Head, Heart & Hand

The Transformation Alliance 