



Remote control Webinar

NSW Department of Education School Leadership Institute
in partnership with Genos International Pty Ltd

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Tips, Tools and Techniques for being productive whilst working from home

Evaluating your working from home (WFH) strategies

Step 1

- Regularly pause, check-in with yourself and identify with the way you are feeling
- Identify the triggers of pleasant and unpleasant emotions
- Manage or stop those activities that inhibit your productivity

Step 2

- Actively seek and pursue activities that make you feel productive
- Experiment with different ways of working

Step 3

- Practise being present in every task that you perform – this is mindfulness in action
- Search for opportunities to cultivate focus (e.g., in virtual meetings or when writing an email)
- Accept that losing focus is part of this process

Step 4

- Repeat Steps 1-3

Key Points:

Being present to any task no matter how small will help your productivity.

Experiment with different WFH activities to break any unhelpful patterns.

Boundaries

- Delineate your work space and communicate these boundaries to those you work and live with
- Take regular breaks – your WFH office set-up is unlikely to be as ergonomically suitable as your office workspace
- Communicate your working hours (or times when you can and cannot be distracted or contacted)
- Have a conversation with your manager/colleagues about new ways of working and the boundaries you require
- During lunch try detach from work (even if this is just for a few minutes)
- Practice switching off when you are not working (e.g., placing your phone on flight mode over dinner)

Relationships

- Loneliness is the biggest challenge faced by many people when WFH*
- Connecting with others is fundamental to our physical and mental health and well-being
- Build an understanding of your need to connect with others
- Reach out to colleagues (virtually)
- Build routine around the way you connect with others
- Not all virtual meetings need to be work based

Communication

- When communicating let the conversation be your sole focus
- Remove distractions
- Talk clearly to be understood, and listen with intent to understand
- Talk with your manager about the direction you need and how often
- Set up 'Buddy calls' with other WFH colleagues

Distractions

- The home environment is full of distractions
- Use the tips for creating boundaries to avoid common distractions
- Identify the distractions you can control and manage them
- Accept that some distractions will be part of your new WFH world
- Be more intentional (even for very small tasks)
- Write down the things you want to achieve
- Log-out of social media for chunks of the day
- Recognise that task switching is cognitively draining

Ways to Stay Motivated

Routine

- The best routine for you is the one you can stick to – be kind to yourself if you struggle to follow the routine, make adjustments and see how they are working
- Prepare for your day like you are physically going to work and repeat at the end of the day
- Establish new routines that work for you in your new WFH environment (this will be experimental)
- Apply new ways of working, evaluate their effectiveness and modify as required

Breaks

- Reward yourself with micro breaks (you could use the break to complete a household activity)
- Periodically get up and move, use a timer as a reminder
- Schedule power breaks – similar to those you would have undertaken when leaving the office for a coffee
- During lunch try detach from work (even if this is just for a few minutes)

Your Workspace

- Pay attention to your workspace set-up
- Get advice on ergonomics, focus on your posture
- If you are able, stand for periods during the day

Replace your commute with exercise

- Consider starting the day with a walk or some other activity like stretching
- Use the time to plan your day
- Any activity you do is better than nothing
- Start small and build

Positive Influence

- You might not lead a team but can take a lead on positively influencing others
- Remember to celebrate birthdays or other key events
- Share your WFH strategies with others
- Consider checking-in regularly with colleagues (virtually)

Useful Articles:

Working from Home

<https://thegrowtheq.com/working-from-home-and-dealing-with-lifestyle-experts/>

<https://www.bbc.com/worklife/article/20200312-coronavirus-covid-19-update-work-from-home-in-a-pandemic>

<https://www.fastcompany.com/40589281/remote-workers-share-how-they-conquer-loneliness>

An Astronaut's Tips for Living in Space – or Anywhere

<https://www.nasa.gov/feature/an-astronaut-s-tips-for-living-in-space-or-anywhere>

Walking

<https://thegrowtheq.com/walking-might-be-the-best-exercise-there-is/>

<https://www.theguardian.com/lifeandstyle/2020/mar/20/the-secret-of-calm-how-to-de-stress-if-you-have-one-minute-five-minutes-or-14-days>

WFH Survey

<https://buffer.com/state-of-remote-work-2019>

