

PUSH

THE ART OF DISTRIBUTED WORKING

Remote Working Energiser





We have created some **easy tips** about how to make the most of remote working and make it **work for the entire team** – no matter what your role or **where you happen to be**.

There are 5 key areas that we need to focus on in order to be as productive as possible while working from home

Setting Boundaries
Plan Ahead
Take Breaks
Location
Keep the Human Element

Setting Boundaries

Clear personal boundaries create successful relationships and are an antidote to stress and burnout. Boundaries aren't always easy to set, especially if you're a 'people-pleaser'.

We all have the right to say 'no', as well as the right to be heard and respected. Setting clear boundaries will achieve that.



Quick Tips

Be clear on what you want

Express your boundaries specifically, firmly and clearly

Be consistent but also remember that boundaries are not walls. You are allowed to move them whenever you feel it is appropriate.

Accept if someone says no

Take responsibility for yourself and only yourself

Quick Tips

Start off with the right mindset - reflect on things from the day before that you are proud of and what are you excited about today

Create a plan for the day/clear routine

What is your one thing that is non-negotiable to get done that day - start with it!

Put time aside to deal with things that pop up

Build in time to reflect - so you can look at what you have achieved

Plan Ahead

When we have fewer parameters in place, we need to get really good at planning our time - and sticking to it! As well as batching together different types of work so that we're not wasting lots of mental energy pinballing between different types of tasks!



Take Breaks

Let us stress one thing - none of us and we mean none of us can work 8 hours solidly. You are MUCH more productive to work in sprints of times - and we've proposed a couple of ideas of how to do that for you here.



Quick Tips

Be clear about your working hours

People work best when their brain gets a break at least once every 90 minutes and the body moves every 15 minutes. When your focus wavers - take a break, take a walk, 10-15 min to clear your head then get back to it

Set a clear time for a lunch break and use this for errands, or personal tasks.

Take a power nap or do some light stretching—in the office this can sometimes be frowned on so take this time to fit a power nap in. Your brain will thank you for it.

Try the pomodoro technique, 25 min intervals with short 3-5 min breaks repeated 4 times, then take a longer 15-20 min break.

Quick Tips

Get out of the house - before starting, go for a walk, go for a coffee before getting to work, or hit the gym

Create a dedicated work space, Invest in creating a comfortable office space at home where you can focus

Work outside of your home too - harder at the moment but maybe go for walk and use that as creative or thinking time

Get dressed before starting work and go about your normal morning routine, this will get you in the work mindset

Try to avoid family and friends that can distract you at home during work hours

Location, Location, Location

Different spaces, such as a coffee shop, can help with different energy and focus. However, if we are going into isolation, maybe think about how you can use different spaces around the house to recreate this.



Keep the Human Element

This is all about connection - how do you still achieve it if or, more likely, when we're all isolated. With everything from using less text to tracking your energy throughout the day, we want you to focus on how you work best and how you can work better with others.



Quick Tips

Use technology to stay in touch with instant messaging and video-conferencing, but be sure to use appropriately and communicate clearly. It is easy to come off defensive or short over text

Check in routinely with co-workers to let them know what you are doing to hold yourself accountable and maintain workplace connections

Morning Stand Ups with your team help to keep everyone on task, we recommend a format like "Progress, Plan, Problems" and keeping this to under 5 min per person

Everyone is different, track your energy levels, this is a great chance to figure out when you work best and plan accordingly

Stay connected, it's easy to end up feeling lonely.



We believe we can use what is happening now as an opportunity to come together with compassion, patience and kindness.

If we get this right, we will get through this challenge having learnt something about ourselves as well as developing new and improved ways of working.

Take care, Everyone!



PUSH

Looking to learn more?

Head to www.pushmindandbody.com



Thanks!