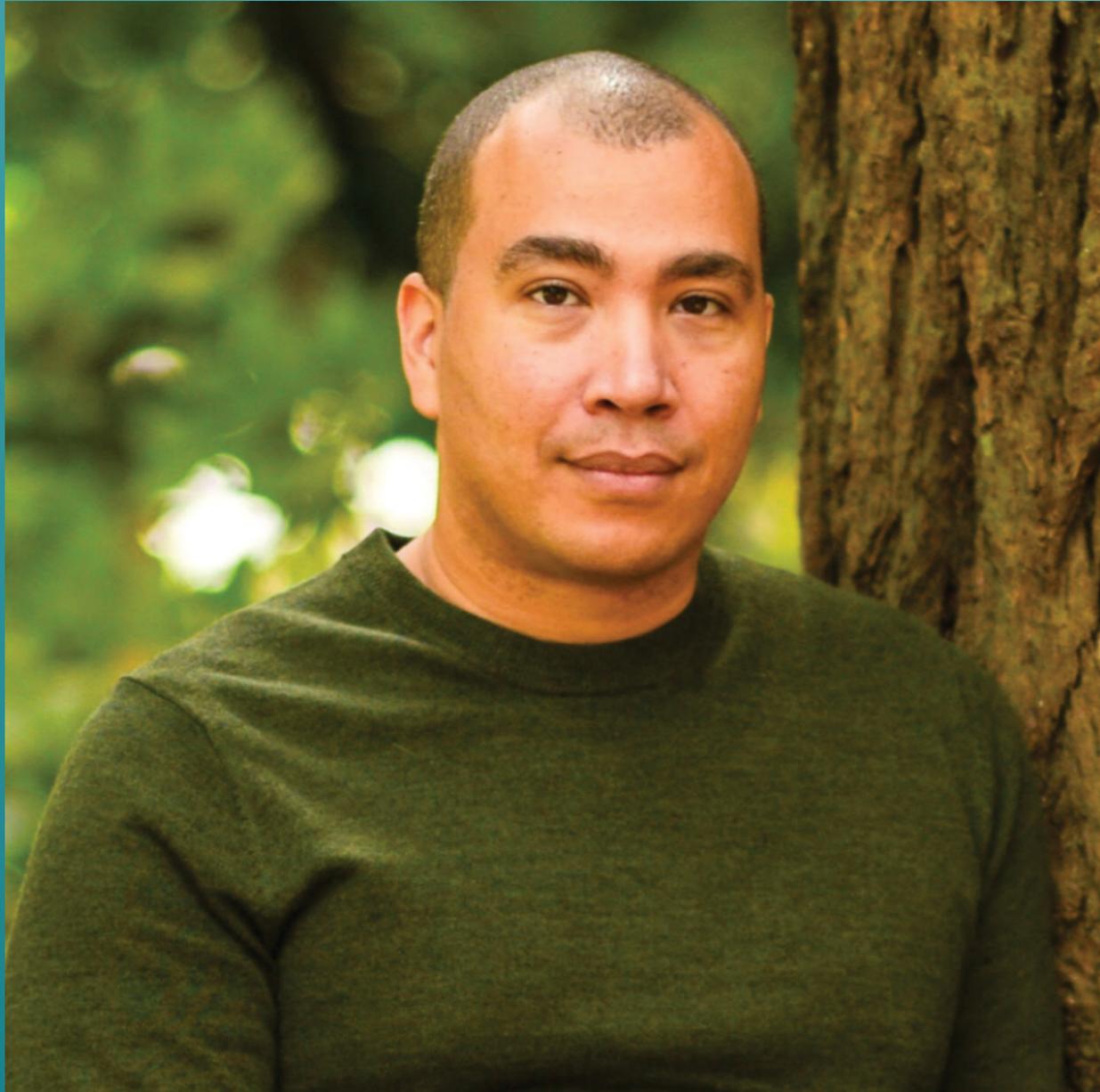


How to Stay Productive and Sane While Working from Home

Charlie Gilkey & Angela Wheeler | productiveflourishing.com

Meet Charlie & Angela



Acknowledge Realities

- General background (or foreground) anxiety
- Services (ex: restaurants, bodyworkers, doctors) aren't available
- The pandemic news cycle
- Government services may not be keeping up with public needs
- This is serious and we're each responsible for slowing the progression
- We don't know how long we're going to be in this state

What's Different About Working From Home

- Distractions (but really competing priorities)
- Loneliness from social isolation
- Changes in routine and structure
- WFH is reading/writing-centric — but many of us aren't
- Work hour expectations (you may be able to finish your work faster, but then what?)

The Way Forward

- Create and maintain boundaries (so that you can)
- Set better expectations and communicate them (so that you can)
- Create structures that support your work and priorities (so that you can)
- Build and leverage your support team

Order of Priority

- Self (oxygen mask)
- Loved ones
- Community (coworkers, etc.)

Interruptions vs. Distractions

- Interruptions are created by *external* agents
- Distractions are created/enabled by *you*
- In both cases, you have to focus on the entry point — once you're distracted or interrupted, you're fighting an uphill battle for your attention

Building Boundaries

- Misconceptions about boundaries
- [Why they are more important than ever](#)
- Being proactive about them

Building Boundaries Example: New Adult Working From Home

- How to let your partner, kids, boss, and teammates know what you are able to do and when
- Extending deadlines
- Tell those you love most how and when you will spend time with them

Building Boundaries Example: Aging / High-Risk Elders

- Who is taking care of their basic needs? (Communication is key)
- Can you Facetime or Skype with them?
- How to be their news filter and guide them (if needed) on COVID procedures

Building Boundaries Example: Kids at Home

- Open communication about how you're feeling and what's going on
- Work with them to create a structure that feeds their heart, head, and hands
- Let them know what will be different for you and what WFH will look like

Expressing (and Adjusting) Expectations

- We're living through a turbulent period so things are going to be bumpy
- Even if you're doing your best with all of these suggestions, you will hit road bumps
- "What matters now?" is better than "Does this fit my plan?"
- Proactive communication can prevent a lot of frustration, resentment, and shame

Standing Up Structures and Routines

- Pre-work, lunch, and post-work routines are key
- Build your day with [4 different kinds of blocks](#) (Focus, Social, Admin, Recovery)
- Focus Blocks and Recovery Blocks are critical and can be the hardest to firewall at home
- [Make your environment work for you](#) (get permission if it's a shared space)
- Consider device-free zones or device storage places for when you're intentionally "off"

Intentional Digital Minimalism

- How much exposure to the news and social media supports you? Do you need to be checking it first thing?
- Emotional contagion is spread via these sources — you're picking up more than information
- It's not about completely avoiding them, but moderating your use in a way that supports you

Alternatives to the Digital Barrage

- [Meditation/Prayer](#)
- [Movement](#)
- Affirmations
- One-on-one check-ins with your loved ones and support team
- Exercise: 15 nourishing activities that can be done in 15 minutes or less

Build and Leverage Your Support Team

- WFH can be surprisingly lonely (especially if it's new to you)
- "Physical Distancing" > "Social Distancing" — we still need to be connected
- Identify your 2-5 people who will best support you, and how you will support them
 - Talk to them about the HOW after the WHAT

Build and Leverage Your Support Team

Some possibilities:

- A short daily check-in via video
- A text message of love or howzit?
- Sharing a favorite hopeful song

In Summary...

- We're living in a turbulent time and need to be intentional but flexible
- Much of what we diagnose as distraction and interruption challenges are actually priority and boundary challenges
- Structures and routines make the work (and days) a lot easier to make your day successful
- Building a support team (and being a part of at least one) helps us stay sane, productive, and hopeful

Next Steps

- Be kind, be brave, be gentle
- Create 30-60 minutes in the next 2 days to put things in place from this talk
- Share this with people who need it

Resources

- [3 Ways to Avoid Losing Your Creative Time to Digital Distractions](#)
- [Good Self Care Is the Foundation for Flourishing](#)
- [3 Powerful Practices to Help You Work Through Distractions](#)
- [Build Better Boundaries \(Episode 183\)](#)
- [How to Create Your Own Family Scrum \(and Why You Need It\)](#)
- [How to Find the Right Level of Success for Your Next Project](#)
- [5 Questions You Need to Ask to Create Space for Joy](#)
- [How to Be a Productive Powerhouse Using Time Blocking](#)
- [The Power of Environment: 7 Ways to Increase Your Productivity](#)
- [4 Great Ways to Stay Present in the Digital Age](#)
- [What Counts As Meditation?](#)
- [10 Fruitful Ways to Spend 10 Free Minutes](#)