



WORK FROM HOME PRODUCTIVITY

Do you struggle with productivity, working at home? Follow the tips in this guide to help you get more done.

1. Set a Schedule and Stick to It

If you worked in a corporate office, you would go in at a certain time and know what you needed to do. Treat your home business in the same way. What time will you start work? When will you take breaks? Create a clear list of what you need to achieve. There will be some tasks that need to be completed daily, and others weekly etc. For example, a daily task would be reading and responding to emails. Dedicate a timeslot to do this and make sure you give yourself enough time to reply and chase up any emails that require it. If it doesn't take the full allotted time, that's okay, you can move onto your next task.

2. Write a List

Start your day with a list. What needs to be done? Having a physical list to refer to will help you to prioritise and keep procrastination at bay. Many people find that it helps to display their lists in a place where they can always see them, for example above your desk. When you have sudden ideas and inspiration, write them down on a list that you can refer back to. This will help you to remember it, but not come distracted by it.

3. Minimise Distractions

Work time should be just that. Bring drinks and snacks to your work space, so that you don't become distracted by going to get them from elsewhere. Try to only wander around during your specific break times.

Try not to take personal calls during your designated work time. You might lose your focus and struggle to get it back. Similarly, avoid other distractions such as television (unless you can work efficiently while watching it).

4. Have a Plan for Social Media

We all know how easy it is to become distracted by social media. Scrolling through your Facebook feed, or liking photos on Instagram. This is why it's important to have a clear plan. Make a weekly or monthly plan of the type of posts you will publish on each platform. Scheduling your posts can help you to save time. There are a number of ways to schedule posts for various platforms but, if you are not yet aware of any, try out Buffer. They have a great free option to get you started.

<http://www.buffer.com>

5. Focus on One Thing at a Time

This one can also relate back to the lists. Work your way through your to-do list, focusing on one thing at a time. When you learn to do this, rather than jumping between various tasks, you will find that you will become more efficient.

If you must do more than one thing at once, schedule in your time, dedicating slots to each task and set yourself goals.

6. Make Time for Things Outside of Work

Switch off at a certain time each day. Step away from your desk and forget about work until the next day. Leave your emails and work-related messages and calls until you are 'back in the office'.

When working from home, it can be hard to completely step away from everything. This is why it's important to set work time and 'home' time. If you worked for someone else, you wouldn't get home and start loading up emails etc. This should be the same of your own business, otherwise you can burn out, which will lead to a decrease in productivity.

7. Take Care of Yourself

Following on from the last point, you should take sufficient time for yourself and self-care.

Make sure you get plenty of sleep and get up at a reasonable time.

Drink plenty of water and take time out to exercise. This will help you to feel more energised and ready to face the tasks that you need to do that day.

8. Learn to Say 'No'

Too many people find it hard to say 'no'. Don't be afraid to turn down people's requests when they will hinder your own work schedule. Avoid doing favours for people that will eat into your time and prevent you from being productive.

Also, don't feel like you need to say yes to every invite. Be confident in turning down meetings and appointments that are of no benefit to you or that conflict with your priorities.

9. Change Your Mindset

One of the most important things, when running your own business, is your mindset. Focus on responsibility and remember that you have the power to overcome distractions and negative experiences, and work productively.

Try starting your day with positive affirmations, to put you in the frame of mind to get your work done and succeed.

You can find some affirmations here:

<http://www.berryglobal.co.uk/positive-affirmations-start-day/>

Believe that you are on top of your schedule and have the ability to complete your work. You will be able to work productively and become successful if you put your mind to it.