

10 EASY WAYS TO INCREASE YOUR EFFICIENCY AND DECREASE YOUR STRESS WORKING FROM HOME



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#1 Limit distractions



Try to stay out of trafficked areas and find a quiet corner of the house.

You will want your work space to be a place where you are not distracted by TV, family members walking by or children in the home, disturbing you while you work.

A quiet corner keeps you out of the way, and focused in your work place.

Make sure your space has a window, unless you enjoy the feeling of working in a cave. Put plants or a small fountain outside that window, if possible, to give yourself something non-distracting and peaceful to look at. Make enough space that you can have everything you need to get your work done easily at hand.

#2 Work ergonomically



Make sure you're sitting in an ergonomically correct position at your desk. It's important that you have the correct height for your keyboard or laptop.

If you are feeling tired you might feel tempted to take a nap! And your bedroom is just too close to resist the temptation. A comfortable chair means a comfortable place to work.

Standing desks are also a good idea as an alternative to sitting all day.

#3 Take breaks



You will need to take breaks. Have a distraction close by to take your mind off your work. A book, a puzzle, a crossword, a musical instrument.

These are good distractions to take your mind off your work when working from home. But make sure this distraction is not too close by, otherwise it may become a distraction while you are working, keeping you away from your work!

It is also important to take eye breaks.

Reduce eye strain by looking away from your screen every twenty minutes. Stare at something 20 yards away and hold it for 20 seconds.

#4 Declutter regularly



Things have a habit of collecting in home offices... all kinds of things - especially if you have kids! Also if your work area that is also a “public space” in your home, ie your dining room table, items that are not work related may start to build up in that area. Declutter!

Make it a habit to purge your home office of paper piles, half-read books, coffee cups, knick-knacks and whatever else is taking up space and not serving any purpose.

#5 Plan ahead



Make a list of tasks you need to complete every day.

Make lists - and complete them! Make daily lists, weekly lists, monthly lists and mark off as items are completed.

Make sure everything you need to get your work done is easily available to you, whether it be printers, laminators, envelopes, etc.

#6 Get tough on distractions



There may be people in your life that, as hard as you try to remind them gently, just don't get it - that working from home still means working!

Children in the home can be a particular distraction while you try and work. Designate activities so they can keep themselves busy while you are working.

Friends may call for a “coffee catch up”. Schedule these dates outside of the hours you have set for yourself as work hours.

#7 Get up, get dressed



Force yourself to get up and get ready for a regular work day, every day.

You're going to get distracted, you'll lose track of time and be in a panic when you suddenly have to get ready for a video call or actually go somewhere. Plus, there's just something about dressing the part that makes you feel more professional and ready to tackle your work in the most productive way possible.

Do not sit around in your pyjamas all day – this does not make you feel productive or professional!

#8 Keep a good routine



Get up at the same time every morning. Start work at the same time each day. Take a lunch break. And finish at a reasonable time.

Getting up as and when you wake up , or starting work whenever you feel like it, is no way to be productive or make the most of the working hours in a day.

#9 Set limits for yourself



Don't burn the candle at both ends. Working from home often means you can pop into your "home office" any time of the day or night. This can take its toll on your family life and may lead to conflict in the home.

Working from home also sometimes means working weekends - but taking time off to recharge can do more for your mental health, not to mention productivity and energy levels, than you might realise.

10 Disconnect!



Social media can be an easy distraction and a major time waster. Set boundaries on your work communications outside of work. Put limits on yourself regarding your technology use throughout the day.

Get off your devices, power down and stay focused. Do not become a slave to technology.

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