

How To Boost Productivity and Manage Disruptions While Working From Home



Tina Paterson.



**Which of these strategies will
serve you the MOST to be
effective working from home?**

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- Ban Blursday
- The Word Priority
- Goal Tracking
- The Ivy Lee Method
- Managing Distractions
- “Paint It Done”
- Pomodoros

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WORKSHEET: Ban Blursday



1. In which of these areas do I want to reset my ways of working, in order to “Ban Blursday”?

- My dress standards
- My work area set-up
- Lunch
- Breaks
- Clocking off
- My commute
- Other: _____

2. Here's what my reset will look like:

RECAP: The Word Priority

**Remember that the word “priority”
was originally singular.**

**As you work, think about what is THE
most important task to do next versus
trying to do everything at once.**

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RECAP: Goal Tracking

1. In addition to writing out their goals, the most successful people also develop concrete plans for how they will achieve them
2. They also focus on hitting a small number of goals each day in order to consistently achieve them
3. Studies have found no statistically significant difference regarding whether you track your goals online, using a whiteboard, or with pen and paper. The more important factor is to use whatever YOU feel comfortable with so that you can sustain it over time.

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RECAP: The Ivy Lee Method

1. **Write down your 6 most critical tasks**
2. **Prioritise them**
3. **Concentrate on the 1st task until it's done**
4. **Keep going. Move unfinished tasks to the next day's list**
5. **Repeat**

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WORKSHEET: Managing Distractions



A recent study by Rescue Time found that 48% of people who didn't achieve their daily goals said that the main reason was due to distractions.

This was the top reason given.

My potential distractions and how I can mitigate them:

My potential distractions	How I will work around them
•	•
•	•
•	•
•	•
•	•

WORKSHEET: “Paint It Done”

Give me six hours to chop down a tree and I will spend the first four sharpening the axe.



Abraham Lincoln

“Done” is a term used in Agile, where a team is really clear on what the outcome will look like once a task is completed.

“Paint it done” is a term coined by Brene Brown that builds on this. It’s about describing to someone else exactly what a task will look like once you’ve completed it.

Describing, or even drawing a picture out, is what “paint it done” looks like. At work, when someone asks you to do something, you can say “paint done for me”. This will help you get on the same page, especially when you’re not sitting side by side.

What (your goals) <i>The outcomes I will achieve</i>	“Paint it done” <i>I will know I’ve completed this goal when ...</i>
•	•
•	•
•	•
•	•

WORKSHEET: Pomodoros



Pomodoros are great for structuring your day and getting clear on the priority order of your to do list.

Simply choose your most important task and break it down into a small enough task that you can finish it in 25 minutes.

After 4 Pomodoros, take a longer break.

My Pomodoros for the day

You can schedule Pomodoros directly into your online calendar in between existing meetings. Otherwise, you can use the template below:

Pomodoro	Time	Task to complete
1	_____ am/pm	•
<i>5 minute break</i>		
2	_____ am/pm	•
<i>5 minute break</i>		
3	_____ am/pm	•
<i>5 minute break</i>		
4	_____ am/pm	•
<i>15-30 minute break</i>		

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