

MAXIMISING PRODUCTIVITY AND MOTIVATION AT HOME

Working from home for extended periods of time can prove to be a challenge with motivation and productivity. We want to support you with ideas and resources to keep you feeling on top of your game during this period.



PRODUCTIVITY

BREAKS



- Nobody is expecting you to be working solidly for eight hours a day, even when you are in an office this does not happen. Make sure you substitute the natural breaks that take place in an office environment in to your new working life; tea breaks, a colleague stopping to chat, going for a walk at lunch time.

MINDFULNESS



- Headspace is a free app that offers mindfulness resources, it is equipped with the tools to assist in taking a break or a ten minute cool down period in between tasks.
- We are making Yoga for Lunch sessions available every Wednesday at 12:30 on Zoom. This is to encourage those who are finding it hard to take a break, or time to stay physical; to take a break with colleagues!

TAKE A STAYCATION!



- We are all under a huge amount of strain in the current climate. We encourage taking annual leave to switch off and have a break from work.

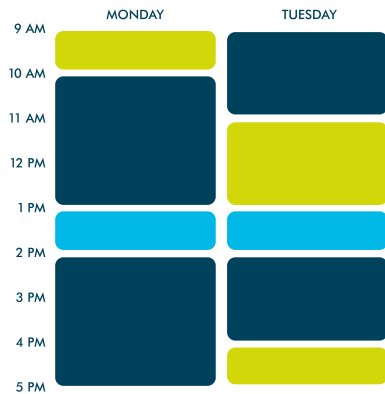
SOCIAL MEDIA DISTANCING



- It is very easy to get distracted by social media during the day, especially now we are at home. Turning off social media notifications during working hours minimises the mixing home time and work time.
- **WorkMode on Chrome**
- **Flipd: Focus & Productivity on iOS**
- **Stay Focused on Android.**

PRODUCTIVITY

TIME CHUNKING



“Chunking is breaking up your day into larger chunks instead of reacting to constant interruptions. The more chunks of time you can devote to specific tasks, the fewer start-up moments you will have, and your efficiency improves commensurately. Since you won’t be spending as much time in start-up moments, you will have more time, and you will get more done.”

The Balance Careers

- Time seems to be flying by and for a lot of us, there is a lot to do. Time Chunking is a method that can assist those who like to work to a set schedules, and those for whom strict schedules are not a thing!
- It is suggested that you either set yourself a schedule for the day, or, if that does not suit you, a to do list that you prioritise. When you write your schedule or your to do list, make sure that you build in time for exercise and regular breaks and meal times.
- If you are juggling things at home with your partner, and you are both trying to work around children or errands, please try to allow each other large chunks of time to work rather than small portions of time. If you can do half a day each, that will be more productive than constantly swapping who gets time to work or time at the desk.

WORK WELL



- Please take a look at our Employee Wellbeing: Home Working Guide on the Cory Energy website. This will give you good advice on eating healthily, scheduling your day, setting up a healthy workspace, getting fresh air and natural light, making time for yourself, time for exercise and staying in touch with colleagues.
- Make sure that you stick to working hours in order to distinguish time at home and time with your family and work time. It is very easy to end up working into the evening.
- Take the opportunity to catch up on tasks that you have not been able to get to over the last few months, we all have things on our to do lists that we have been meaning to get to for months but can not find the time. Now might be the time to get them done.

MOTIVATION

It is easy to get overwhelmed by a seemingly unending amount of time spent at home, when we are used to being able to go where we want, whenever we want. When this happens, daily motivation can dip, and it is hard to get anything done. We have some simple tips to get through those days:

Take things one day at a time.



- There is no need to push all of your work into one day, or stress about looking busier than you are if you are quiet. Just do the best that you can. Try to focus on what you have around you and what you can get done, rather than planning too far into the future.

Reward yourself



- Complete two major tasks on your to-do list, and reward yourself with a walk or an ice cream! It is the little things that count!



Be kind to yourself

- Now more than ever is the time to focus on being kind to yourself, and give yourself the same consideration you would show to your peers. Things are already difficult, there is no need to add any unnecessary pressure on yourself or other members in your household.
- We are mindful that there a lot of people who work for Cory who might be worried about the health of a relative, or who are supporting a number of households when it comes to shopping. Please make sure that comes first and that you don't put unnecessary pressure on yourselves.
- If you are trying to work at home with children please refer to the Cory 'Working from home with children' guide that is on the Cory Energy website. It will give you lots of support and tips for getting through each day and tips for supporting your children with their learning.
- During your time at home, make sure that you focus on things that you want to achieve at home, as well as at work. Take the opportunity to carry out work in your garden, decorate a room, clear out your cupboards and collect things together for charity, take an online course, or teach yourself a new skill such as dressmaking.

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Make S.M.A.R.T goals daily

Specific (simple, sensible, significant)

Measurable (meaningful, motivating)

Achievable (agreed, attainable)

Relevant (reasonable, realistic and resourced, results-based)

Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)



Self-Check:

Before you check on others - are you doing a personal check in? How is your mental health today? Remember that you can only help others effectively if you yourself are okay.



Monitor your mood

Your mental health can have an effect on your physical health. Keeping a note of what causes low moods can help you to spot triggers or trends and help you to avoid them in the future. Mindfulness, yoga or exercise can help focus the mind. There are loads of apps that can do this for you, or you could keep an old-fashioned diary!

We are conscious that the current situation can heighten existing depression and anxiety conditions, it could also be the cause of new conditions. Please acknowledge how you are feeling and don't put pressure on yourself to feel okay if you are anxious.



Don't compare yourself to others

At Cory we work as a team, not competitors. Other people may be working or living differently, but every family and every household is different and has different pressures. You know the best way for you to work and stay fit and healthy.

TIPS, GUIDES AND MORE FOR WORKING FROM HOME:

The Productivityist Workbook (Mike Vardy) - Time Chunking

<https://guides.co/g/the-productivityist-workbook/4987>.
Would also recommend reading the whole workbook.

How to maintain that momentum? – Calendar

<https://www.calendar.com/blog/how-to-work-from-home-without-losing-momentum/>

How To Stay Productive While Working from Home – Wanderlustworker

<https://www.wanderlustworker.com/how-to-stay-productive-while-working-from-home/>

The 'Ultimate' Work From Home Guide – Investopedia

<https://www.investopedia.com/personal-finance/work-from-home-guide/>

Ten Foods to Boost Concentration:

<https://www.health.com/food/10-foods-that-boost-concentration>

