

8 Tips for Working at Home

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1. Create a “comfy” work environment.

Make sure that your *designated workspace* feels a bit like work. If possible, place familiar artworks that were in your office or cubicle in your homework area. Organize your equipment & supplies so that you *feel* that you are at work. Also, choose the most comfortable chair to sit on so that you have less neck and back pain issues throughout your day. BTW: If you are doing your work in the kitchen or on a table in the dining room, make sure that you clear your space and put everything away at the end of your day. All of this will help your brain be more in “work mode” and less in “home mode.”

2. Get dressed!

This makes a big difference in your mood *and* productivity throughout the day. Wear business casual clothes, and if you typically shower in the morning, continue your ritual. You are a professional and how you look, even when others can't see you, makes a big difference. Plus, if you are using Skype or Zoom, you will already be “presentable” to your colleagues and/or prospects, clients, or patients.

3. Set “Time” boundaries!

This tip is so important. If you don't manage your time well (which includes 10 to 15 minute breaks, getting some fresh air each day, and designating a specific lunchtime,) you'll find yourself working way longer than you need to be – which rapidly *decreases* your productivity and your spirits.

4. Keep your blood sugar levels stable.

It really does not matter how old you are – everyone needs to *properly* “fuel up” *and* “hydrate” during their day. My clients who are Biochemists recommend that you find a good energy bar that has between 12-15g of protein, 24g of carb and at least 14g of good fat -- and that you eat 1-2 bars per day in between meals. You also need to be drinking a good source of water (about 42 oz. each working day.) Even though you are sitting a lot, your brain is in full gear and you want to be as “sharp” as possible all day long.

5. Let people know your work schedule

This is important especially if you're married or have a roommate and you're all at home at the same time. It is also important to let your colleagues know your schedule so that you all stay connected but do so without interrupting important work activities or communications with prospects, clients, or patients.

6. Get your tech right.

You can greatly minimize your frustration if your *pre-test* your equipment (e.g. wi-fi, phone headset, microphone, web cam, etc.) *before* the big conference call. You will thank yourself later for making sure your work environment is working predictably and efficiently.

7. Keep a concise “To-Do” list.

Even if you do not use a list at work, it is amazingly helpful to come up with a daily, prioritized “To-Do” list when you’re working from home. And when you finish your “To-Do” list early, celebrate that accomplishment by stepping away from your desk and getting out for some fresh air!

8. Get into the “Phone Zone.”

Now more than ever, your *phone* is going to be one of your most vital and productive communication tools. Here are some time-tested tips that will power-boost your phone skills:

- Use a more *personable tone of voice* when speaking with people on the phone. (This can be your “secret weapon” when helping people!)
- Remember to *engage in conversation* when speaking with your colleagues, clients, or patients. (This makes every call much more successful.)
- *Ask open-ended questions* (this will give you vital info you will need for problem solving and getting people to take action on your communication(s).)
- *Attempt to overcome objections* using tested rebuttal statements. This takes your emotions out of your “objection response” and keeps your communication on higher ground.

9. **Focus on work.** When you’re home, it’s so easy to see all of the little messes you could be cleaning up or laundry you could be doing but if you were at the office, those wouldn’t cross your mind. Keep your space as tidy as you can to keep your mind focused on work but also, save the housework for afterhours!