



Working from home

Toolkit for working from home

Staying on Target

Assess how you manage your time

Mark your responses to each of the questions below.

Question	Your Response	
	Yes	No
1. Do you regularly plan how you will use your time?		
2. Do you regularly keep to those plans, despite the usual amount of distractions?		
3. Do you regularly prioritize based on importance rather than urgency?		
4. Do you regularly recover from interruptions and get back on track?		
5. Is your output at the end of the day typically what you expected at the start of the day?		
6. Do you usually need to work longer than you expected to achieve what you had planned?		

If the answer to any of these questions is no, you should spend some time thinking about why.

This is a good time to talk to a trusted colleague or others about how to assess and improve your work habits and how you structure your time.

This reflection period is also a great opportunity to engage the entire team in a discussion on how you can support each other's time management for ongoing success on and off the job.

Create routines to help minimise distractions

Starting your day with a routine set of actions, like clearing your email, creating a list of key priorities for the day, etc., can help get you into work mode and help shut out distractions.

Write down your work hours and tasks accomplished

Track your work hours and progress on tasks through regular (usually weekly) emails with your manager and/or colleagues.

Communicate your routine to others at home

If you are expecting to have others at home during your workday, make sure they are aware of your routine so that you are able to focus on working once you have shifted to work mode.

Be clear about how you will let them know when you are working and when you are taking a break.

Add a little bit of diversity to keep the day from becoming monotonous

Whilst it is essential to have a dedicated workplace to help separate work and home times, throw in a little diversity into the mix to add some novelty to the day! For example, take phone meetings in another room or sit in a different chair.