

# PRO DUCTIVE



## PRODUCTIVE WORK FROM HOME

In 2016, nearly half of the 3.5 million people (according to the Bureau of Statistics) who often work from home in their primary employment say they do so to "catch up" on their heavy workloads.

We are now seeing organisations moving their workforce to a home office. Optus have recently announced that all their call centre staff will work from home now. Many organisations are rethinking office space with hubs and more staff working from home. This has allowed flexibility with parents returning to the workforce or living in remote locations. We are in the middle of a revolution in the way we are working. The last revolution in the way we work occurred when the internet and email was invented.



There is a lot of advantages from working from home! The commute from the bathroom to the office takes 30 seconds to 1 minute depending on the size of your home, pants are optional, less interruptions from colleagues dropping in to discuss the weekend or drop unexpected work on your desk and you can start your day earlier if you want to because there will be less time taken to get ready to be at your desk. Plus, it is a more sustainable way of living when we're not all travelling by car or public transport. However, it can have its challenges – isolation, lack of motivation, other people in the house including kids, procrastination and managing our physical and mental health.

Working from home can allow you to get more work done in a day than in two days in the office. We found research that showed that people working for one hour without interruptions achieve the same results as people working 3-4 hours with interruptions. At home we can manage interruptions more effectively, but we do experience different challenges with interruptions (especially if you are home schooling or live in a small apartment).

The Productive Work from Home session will help your team overcome the challenges of working from home and take advantage of the ability to be more productive.

## WE WILL COVER

Structuring your day at home

Creating a workspace

Combating distractions

Overcoming isolation

Managing expectations and creating boundaries around personal and work time

Physical and mental health at home

Planning and prioritising your workload

Tips for online tools and efficient online meetings

Email and online communication

