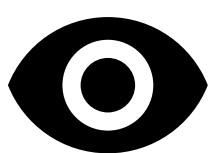


# WORKING FROM HOME

## Time Management Hacks

by Tarra Stubbins



### KEEP YOUR GOALS IN MIND

Set a goal for the day / week and then plan accordingly. Break your goals into manageable steps that can be accomplished. Small successes will give you the motivation to keep going.

### TIME BLOCK YOUR DAY AND PLAN AHEAD OF TIME



Take the steps you have written down from your goals and plan at exactly what point in the day you are going to accomplish each task. Now is not the time to deviate from the routines you are used to.



### PLAN YOUR DAY THE NIGHT BEFORE

Before bed, have a clear understanding of how you are going to spend the day. I think of this as my Netflix challenge. If I go into Netflix not knowing what I want to watch I scroll and scroll and scroll for hours and then end up wasting so much time and getting nothing accomplished. But if I go in with a clear plan of the program I want to see there is no time wasted.



### AVOID MULTITASKING

I am on a personal mission to kick multitasking to the curb forever! It just does not work! Did you know that the average human brain takes between 15 - 60 seconds to switch between one thought to another. Think about all the wasted time!



### ROUTINE IS EVERYTHING

The people who actually achieve their goals create routines. They build systems. Whether it is working from home, an office, or even an airplane, they consistently take the steps that, in time, will ensure they reach their ultimate life goals.



### A 9-5 OFFICE DAY MAY NOT BE NEEDED

While working from home, if you sleep in or wait for the 9-5 workday to start, you are losing productivity. Get up, get dressed and immediately get started on work. As if you were commuting to the office.

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### START YOUR DAY LIKE ANY OTHER DAY



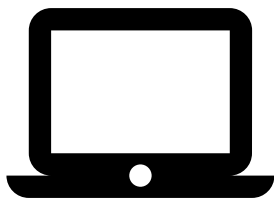
When setting up your day and routine think about how you start your day when going to the office. Get out of your bed and pyjamas. Put on shoes! Did you know that people are 75% more productive if they wear shoes!

### CREATE A PAPER TO DO LIST



I am a big believer in physically writing a daily To-Do list onto your calendar and having some sort of physical copy. Whether it is a bullet journal, a white board, a day planner or just a scrap piece of paper on your desk. By having the piece of paper you can systematically check off your planned out tasks and stay away from the rabbit hole that opening a new task tracking app on your phone will create.

### BE AWARE OF THE INBOX BLACK HOLE



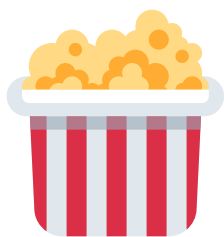
I am a strong believer in setting times for checking and responding to your email. If you need to work out of your inbox, like many people, then do so, but work through one email at a time and turn off all notifications. Don't get stuck multitasking between open tabs and open drafts and open emails.

### FOCUS APP



If you are going to use your phone for anything time management, I suggest downloading Focus App. I love the concept of this one because it forces you to put away your phone and concentrate on one task at a time. And, as a bonus, it benefits the real world too. For every digital tree you grow while staying focused, a real tree is planted. It's a win-win!

### WORKSPACE "POPCORN"



This is probably my favourite time management tip for working from home. To keep myself on task and to avoid boredom that creates procrastination, I create a workspace popcorn game. I will complete a series of tasks (depending on how large) from my dining room table, then I will get up and take a break and move to my next workstation where I will complete another series of tasks. I will make sure to move around at least 3 times in a working day.