

# **WORKING FROM HOME: THE BASICS**

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# **SESSION OUTLINE**

- 1. The challenge of WFH**
- 2. Setting up your home office**
- 3. Planning out your schedule**
- 4. Communicating with your team**
- 5. For parents and caregivers**

# THE CHALLENGE OF WFH



# PROS AND CONS

## FREEDOM

- **Own schedule**
- **Family**
- **No commute**

## CHALLENGE

- **Opportunity to play**
- **Distractions**
- **Transitioning**

# SETTING UP YOUR HOME OFFICE



# DEALING WITH DISTRACTIONS

## VISUAL DISTRACTIONS

- Place in a corner
- Used indirect lighting
- Away from windows



## AUDIBLE DISTRACTIONS

- Soundproofed area
- Use head phones
- White noise or Spotify



# PLANNING OUT YOUR SCHEDULE

## MVA



## OASIS





# COMMUNICATING WITH YOUR TEAM

1. Working hours
2. Email response time
3. Text or IM limitations
4. “What should I do to put your mind at ease?”
5. Q.Q.





# FOR PARENTS AND CAREGIVERS

1. **Build boundaries with loved ones**
2. **Delegate personal tasks**
3. **Manage interruptions and emergencies**
4. **Spend quality time**



# TIPS TO MAXIMIZE WFH

1. **Start each day with a virtual huddle using the right platform**
2. **Set specific goals and weekly / daily work plans**
3. **Have a professional, clear working space**
4. **Sharpen the saw**
5. **Look after your energy**

*-Sam Christopher Lim, esquiremag.ph 3/22/2020*



# REFERENCES

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