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



Mikhael Manalo, Working from Home: The Basics, 8/7/2020

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



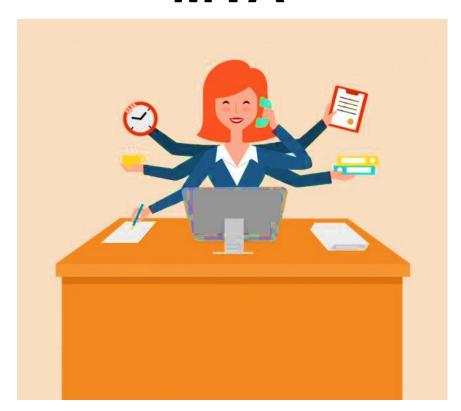
AUDIBLE DISTRACTIONS

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

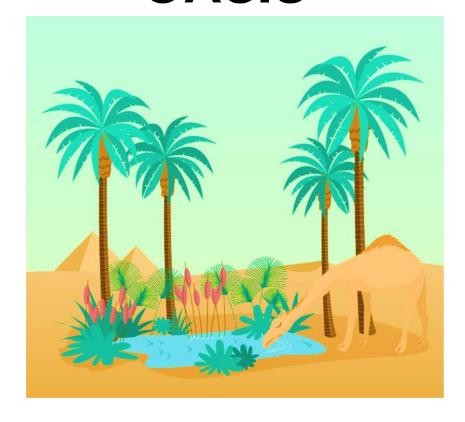


PLANNING OUT YOUR SCHEDULE

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

- 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



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