

Working at Home - What could we change for the better?

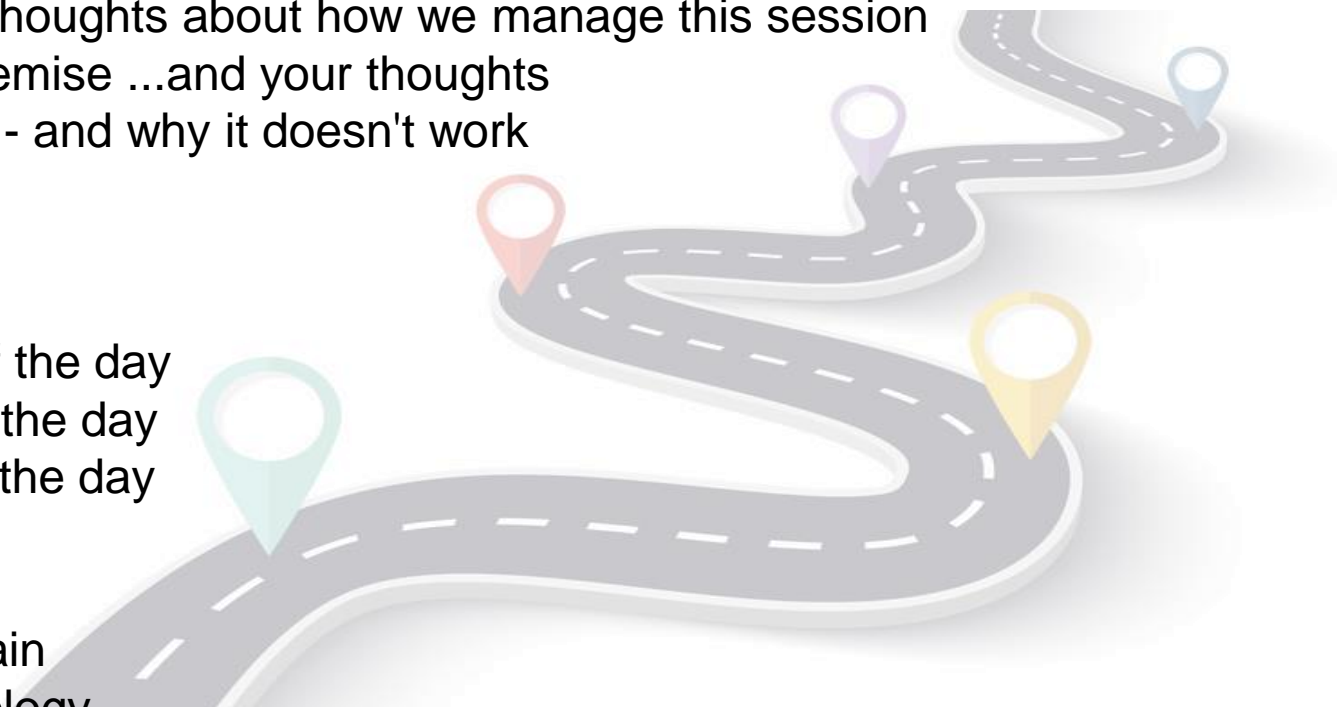
in harmony with biology, neuro-science and philosophy

Network for Skills



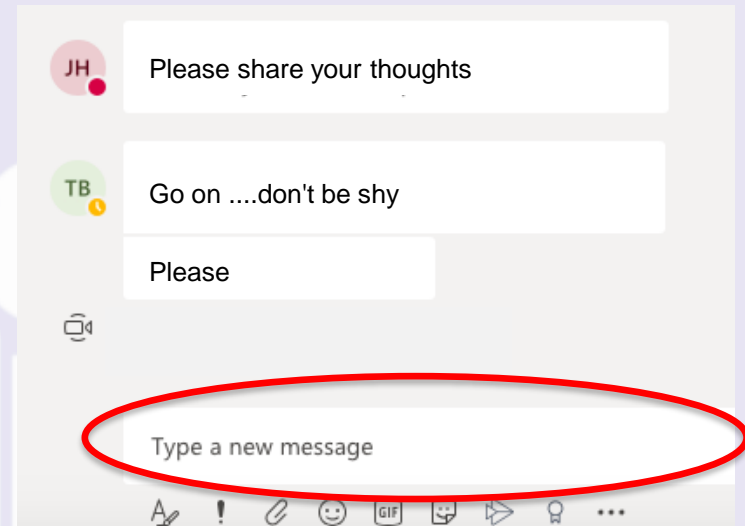
Route map for the call

1. Prelim
 - Some thoughts about how we manage this session
 - The premise ...and your thoughts
 - Advice - and why it doesn't work
 - Control
2. Discussion
 - Start of the day
 - During the day
 - End of the day
3. Content
 - Our brain
 - Our biology
 - Back to our brain
4. Call to action



1a. Some thoughts about how we manage this session

- Please mute ...but if you have the bandwidth, leave your camera on
- Let's get the chat working:
 - If you want to say something
 - If I ask you to comment
 - If you have any comments
- I will constantly refer to the conversation in chat
- Be ready please for me to "throw the mike to you"



1b. The premise

- Most of us have probably done a bit of working from home over the years
- But will have done loads more recently
- We will all have had different challenges to do with:
 - The setting that we have found ourselves in
 - The people (or no people) around us
 - Our own personality and preferences
- We will have probably gone through a learning cycle of trial and error
- We have probably found some equilibrium
- But sometimes it's worth reflecting and seeing what others are doing and what we might want to change

1c. Advice

**Advice is like castor oil;
easy to give but dreadful to
take**

John Billings

**Advice is seldom welcome
and those that need it most,
like it least**

Lord Chesterfield

**It is always a silly thing to
give advice, but to give
good advice is absolutely
fatal**

Oscar Wilde

**The only thing to do with
good advice is to pass it on.
It is never any use to
oneself**

Oscar Wilde

**Advice is what we ask for
when we already know the
answer and wished we
didn't**

Erica Jong

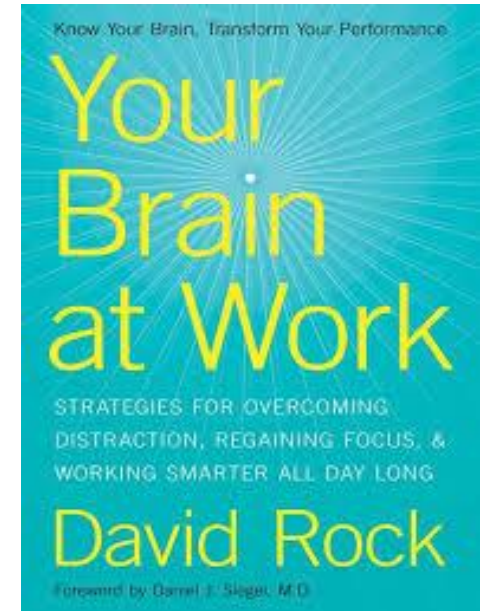
**The people who are sensible
enough to give good advice
are usually sensible enough
to give none**

Eden Phillpotts

...and so instead...

"When we come up with our own insights and solutions, our brain is deluged with rewards:

- Our sense of status goes up
- Along with a sense of increased autonomy and certainty
- We even get a little lift from the dopamine burst that encourages us to take action"



So we are going to follow this approach

... and share some thinking

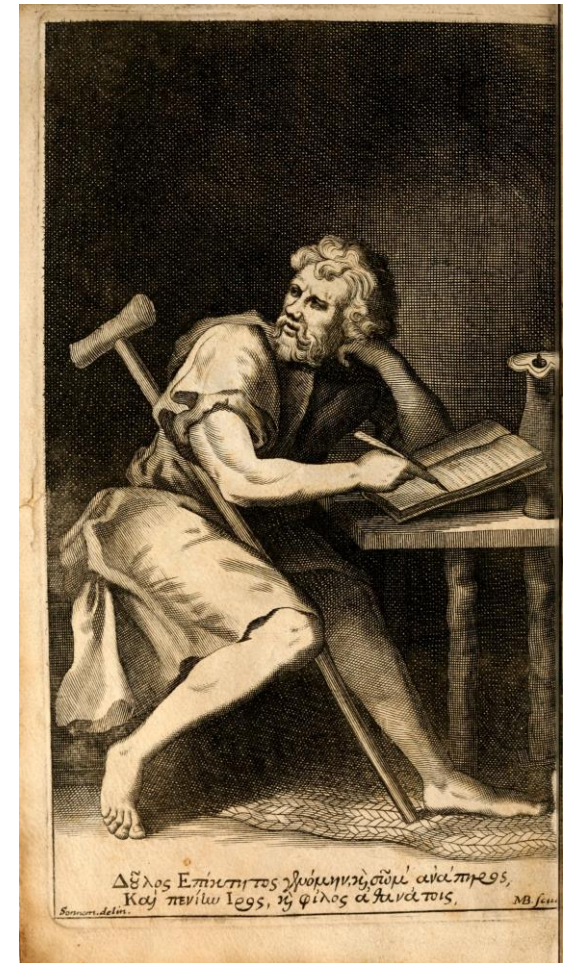
.... on things that are in YOUR control

1d. Some philosophy on control: Epictetus c.55 - 0135

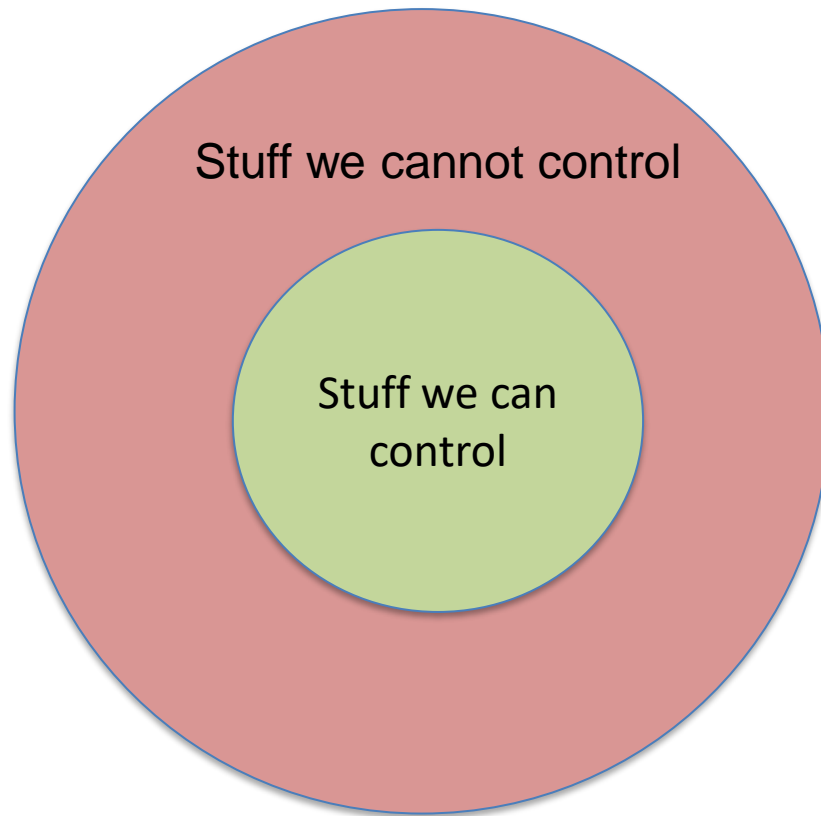
Happiness and freedom begin with a clear understanding of one principle:

- Some things are within our control, and ...
- Some things are not

It is only after you have faced up to this fundamental rule and learned to distinguish between what you can and can't control that inner tranquility and outer effectiveness become possible.



AKA the circles of control / no control



Pretty clear where we should focus.

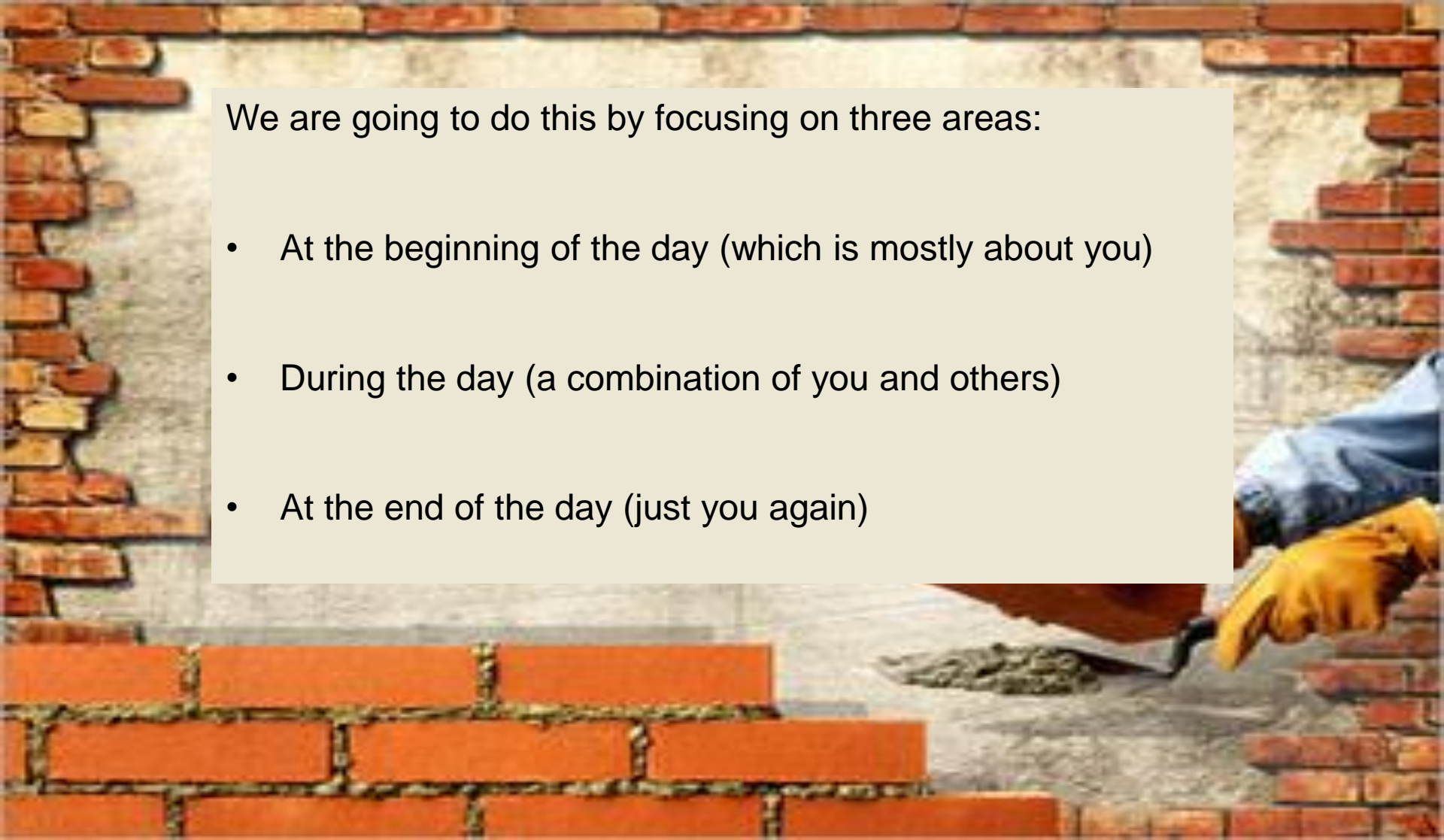
But do we normally?

And are we now?

So, using these ideas - let's review how homeworking has been going for you

We are going to do this by focusing on three areas:

- At the beginning of the day (which is mostly about you)
- During the day (a combination of you and others)
- At the end of the day (just you again)



What are those new behaviours that you ...
have adopted

For the beginning of the day?



What have we come up with?

- 1
- 2
- 3
- 4
- 5
- 6
- 7



And now

those new behaviours that
you have come up with for

during the day?

What have we come up with?

- 1
- 2
- 3
- 4
- 5
- 6
- 7

And finally ...

at the end of the day?



What have we come up with?

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Meanwhile, from a number of similar sessions
"our survey said"



Start of the day



Take control from the start

- Get up at a set time ...don't snooze for ages
- Shower, wash, brush teeth, (shave)
- Exercise
- Get dressed (in work clothes, perhaps)
- Eat some breakfast
- Do something nice before work

All very basic discipline that
almost replicates your routine when actually commuting to work



During the day

Stay in control during the day

- Do the most important tasks first
- Divide your work time into 90 minute chunks
- Take energising breaks
- Build in times where you can prevent interruptions

Neuro-science: why put first things first?

- Your pre-frontal cortex manages:
 - Decision making
 - Prioritisation
 - Suppression
 - all your key thinking functions
- It is exhaustible
- So use it wisely and do the most important things first thing in the day
- Before it get's tired out by:
 - Negative news
 - Social media
 - Emails full of other peoples' priorities



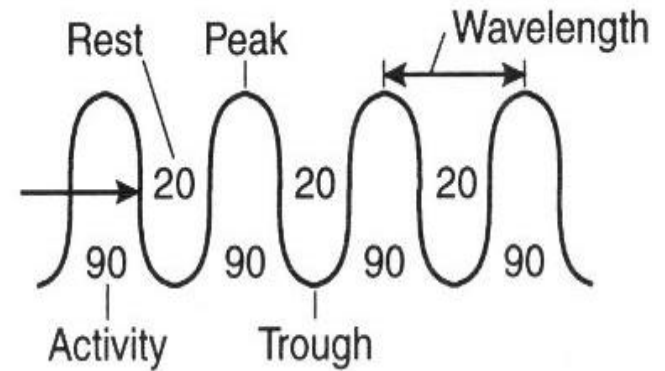
How could you use this idea?

Biology: how does our energy work?

all day and night

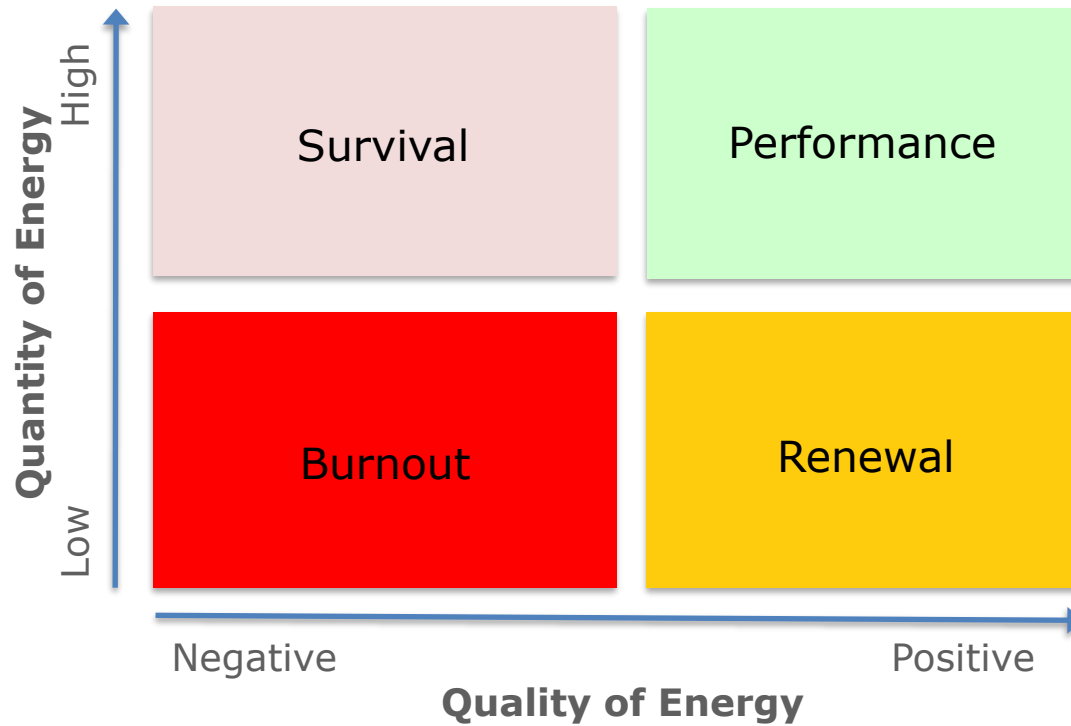
Constant activity

Computer Rhythm



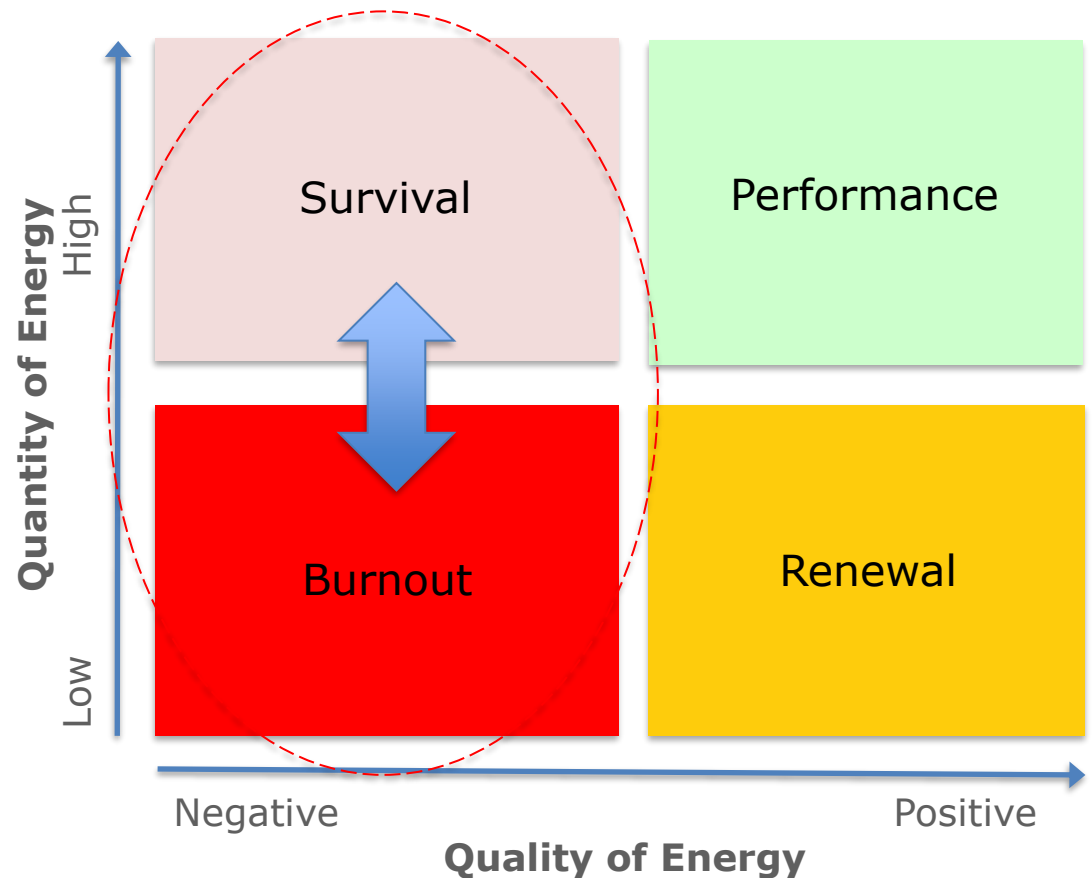
Ultradian Rhythm

Energy



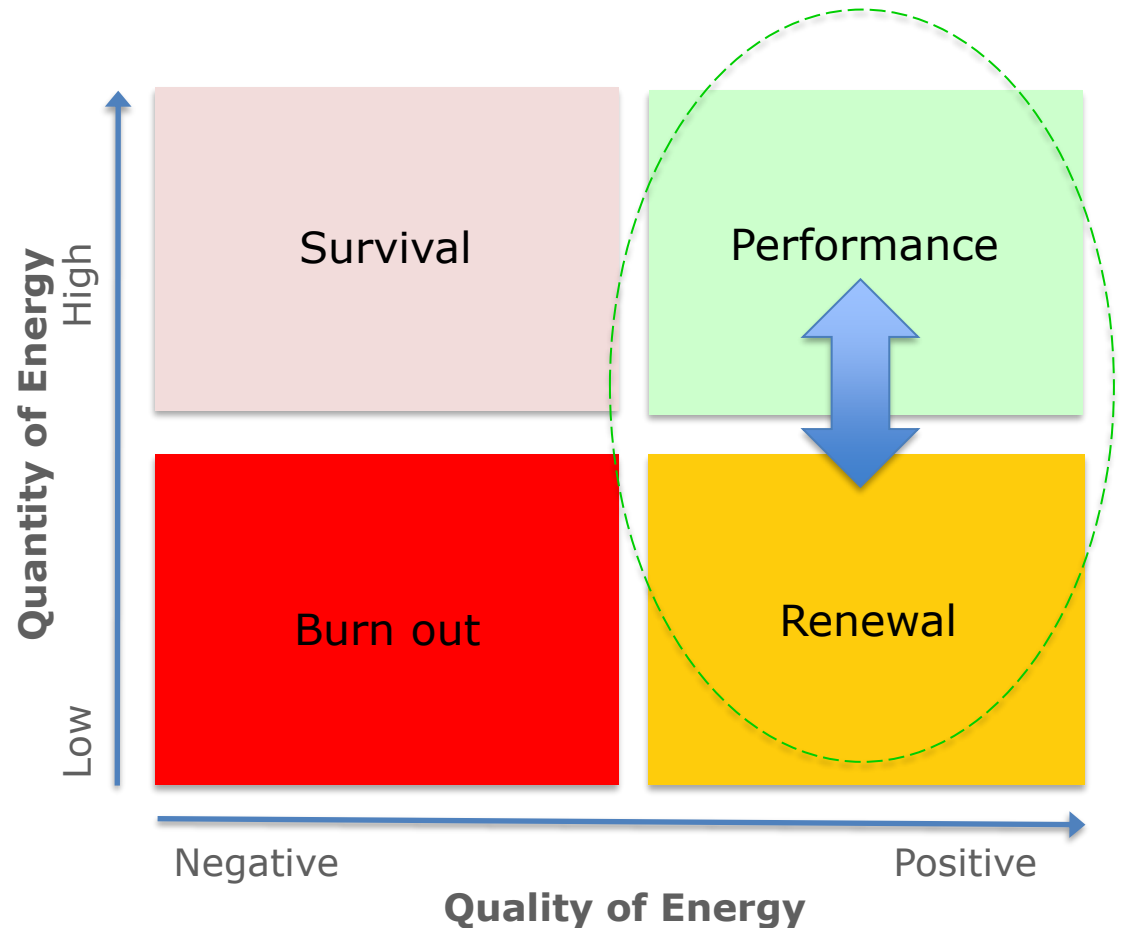
Badly maintaining energy & motivation

- Poor sleep
- Lack of planning
- Poorly structured days
- Lots of fire fighting
- No breaks
- We run around all day to get things done
- ...and don't achieve much



Maintaining energy & motivation **well**

- Alternating between the high and low positive
- Work "in the zone" for only 90 minutes
- Take an energising break for 30 minutes
- Repeat
- Manage interruptions





What gets in the way
for you?

Some things

- Manager & Colleagues



- Meetings



- Emails



- You ...and your phone!



Multi tasking

- Impacts your short-term memory
- Leads to increased anxiety
- Inhibits creative thinking
- Stops you from getting into a state of flow - where we're so focused on a task that our productivity skyrockets
- Causes more mistakes and less productivity
- Drops your IQ by an average of 10 points
- Can even have the same negative impact as losing a night's sleep

What is the impact of all these interruptions?

- It takes around 10 minutes to "get into the zone"
- The average time spent on a task before we get distracted is 11 minutes
- The amount of time it takes to return to a task after a disruption can be up to 25 minutes
- An average of 2.1 hours are lost daily as a result of distractions
- And...the bad feeling that comes from "getting behind"

What steps could you take to
minimise interruptions
and get some work done?

End of the day



Taking control of the end of your day?

- Finish 10 / 15 minutes before your intended time
- Decide the most important things that **you** must get done the next day
- Take control of your schedule:
 - Book time at the beginning of the day for these most important things
 - Review the whole schedule to make it manageable
 - Build in overflow time for urgent stuff that comes up
- Prepare to do the first most important thing:
 - Have everything ready to go
 - Make sure that the first screen you see is the right one
- Finish at the time you said that you would / and put your stuff away

Finally a call to action

The call to action: as a result of soft skills sessions like this

What percentage of people actually do something?

- a. Over 80%
- b. Between 50% and 80%
- c. Between 20% and 50%
- d. Less than 20%



5%

So we need some
mitigation

From all the ideas - which are you doing to adopt?

Please
message us
now

Beginning of the day

During the day

End of the day



Thank you

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