



OUR TOP 10 **TIPS & TRICKS** for working from home



ONETEAM MARKETING SOLUTIONS



As the coronavirus threat sweeps the nation, many of us are being forced to work from home over the coming weeks. Some of us are pumped at the idea of PJs all day and cat naps on the couch, while others are dreading the experience and unsettled about their ability to focus and get work done.

No matter which camp you are in, we get it.

Our team works almost exclusively remotely. Over the years, we've developed tips and tricks to help boost our productivity while also taking advantage of the perks working from home can bring.

Here are our team's top 10 tips and tricks for working from home.



Wishing you the best,

Jordan and Brandon Sok

ONETEAM MARKETING FOUNDERS



TIP #1:

START YOUR DAY LIKE YOU'RE HEADED TO THE OFFICE



Could you sleep in a bit, stay in your PJs all day and wait until noon to brush your teeth without your boss knowing? Probably. Will it help your productivity? Probably not. All of our team agrees that it's helpful to get up, eat breakfast, and get dressed as if we are headed to an office. To be clear, we aren't saying you have to wear a suit or pencil skirt, but it can be helpful to brush your hair and put on a fresh set of clothes.



LEAH'S THOUGHTS

"Dress for success' may be a cliché, but there's truth to it. While I find it helpful to get up and get dressed most of the time, I won't lie - I let myself off the hook every now and then. My thoughts? If you want to dress in your favorite sweats one day of the week, don't sweat it. It's a perk from working at home. Just make it a treat and not a habit."



TIP #2:

CREATE A DEDICATED WORK SPACE



Whether or not you have an office space in your home, creating a dedicated workspace is a must. It can be tempting to sit on the couch all day, but that comfort can lead to more issues than you expect. One, it can put a strain on your neck and back that can cause discomfort and posture issues. Two, it can be harder to focus if your work area isn't strategically thought out. What space can you be free from distraction, sit up tall, and have room to think? Whether it's an office with a desk or your kitchen table, you can make it work.



TASHA'S THOUGHTS

"I like to create a dedicated working space with the same essentials as an office station. I have a spot facing a wall that helps me minimize distractions, an outlet nearby for charging my laptop, my water bottle, and a pen and notebook. By having a dedicated working space, my brain can more easily understand when it's time to do work rather than just living around the house."

TIP #3:

SET GROUND RULES WITH YOUR FAMILY



Many of us are home with our entire families during this pandemic. Here's the best part: you get to work from home with your family. Here's the worst part: you have to work from home with your family. Focusing can be difficult with children and the familiarity of home. If you find yourself in that situation, ground rules can be your best friend.

Make a plan with your spouse and talk to your children. It doesn't have to be as hard as it sounds. Now, if you and your spouse are both working from home with your children out of school.....good luck. That's another downloadable.



JORDAN'S THOUGHTS

“Over the years we’ve found it helps to set working hours and make it clear when we can’t be distracted. A ‘Mommy’s Working’ sign on the door can be helpful for kiddos to remember the usual guest room out of bounds until 5. Figure out what works for you! But also, don’t be afraid to take advantage of the opportunity to leave the office for a bit and hug your little ones or spouse. That’s a unique opportunity you don’t always get 9 to 5.”

TIP #4:
MAKE A PLAN



Distraction is inevitable in your home environment, especially if it's not your usual work setting. Do what you can do to eliminate distraction by crafting a well-thought-out plan. Start your day by writing down your tasks, and ordering them, not forgetting to include breaks (see #6). This can obviously be helpful in your regular office as well, but when you're by yourself at home with no boss peeking over your shoulder, it's a must.



REGINA'S THOUGHTS

"I love the flexibility that working from home allows. Since I know when I do my best work, I plan my day around those times. I'm more productive and motivated earlier in the day, so I get up earlier to work on tasks and be done with the day earlier when my brain slows down."

TIP #5:
PACE YOURSELF



While you may have new distractions at home that you don't have at work, you will also be leaving your usual workplace distractions behind for a bit. You'll probably be required to talk to fewer people and Karen can't stop in your office and talk about her cats for 20 minutes like her usual routine. That could mean boosted productivity - but it could also mean you start going at a pace far too fast, leading to an eventual crash. You need breaks! Get up, go on a walk, get your blood flowing and rest your brain a few times a day.



TAYLOR'S THOUGHTS

"To combat getting burned out while working at home, I typically try to do one productive thing around the house after each work task I complete. This could be something as simple as loading my dishes into the dishwasher or flossing my teeth, but it's something that has really helped me be able to pace myself through the whole workday."

TIP #6:

TAKE BREAKS THE WAY YOU WANT TO TAKE BREAKS



Here's one of our favorite parts about working from home: you can take breaks the way you want to take breaks! If that means playing with your son outside for an hour, going on a walk around the neighborhood, or getting your laundry done - do it! Whatever puts your mind at ease and gives you a mental break is great. Take advantage of your flexible environment to truly enjoy breaks that give you energy.

Also, unless your boss mandates certain times for breaks, you can take breaks that fit with your level of productivity. If that's two 15 minute breaks a day and an hour lunch, great. If you're able to and you find it more productive, you may try a 10-minute break every hour. Get your job done, and take breaks that work for you.



CAMERON'S THOUGHTS

“My favorite part about working from home is that I have time throughout the day to care for myself as well. I can take 30 minutes to read and journal or listen to a podcast, connect with my family, or go exercise. I feel like I can much easier achieve a work-life balance which I’m thankful for.”

TIP #7:

GET OUT OF THE HOUSE



While you don't want to go places where there are a lot of people during a pandemic, you should make sure to get out into the fresh air some. Most of our team utilizes a hotspot that allows us to work where we want when we want. If you have the same advantage and it's a nice day outside, why not go to the park and work for a bit? If the CDC is still allowing it and you are comfortable, you can work from a small coffee shop for a couple of hours.

Working remotely doesn't have to mean sitting in the same space the entire day. If you can focus elsewhere and your job hasn't specified you have to stay in your home, enjoy the flexibility.



BRENT'S THOUGHTS

“I like developing a live list to work from, prioritizing items, and estimating the amount of time that each will take. I cross off items as they get complete with a huge marker and include things in my lists like ‘bike ride’ and ‘lunch.’ I find that when I include getting out of the house and specifically exercise, I stay motivated.”

TIP #8:

DON'T FEEL PRESSURE TO ANSWER EVERYONE IMMEDIATELY



When you aren't in an office full of people, you are likely to get more emails and calls than usual. It can be stressful knowing who to answer first and trying to field everyone immediately. It seems obvious, but we've had to train ourselves on this: not everyone needs an immediate reply, and you don't have to answer every call.

Now, be smart about it - if your boss or key partner is calling, I'd answer. But realize your officemate can't visually see you are focused in on a project or your office door is shut like he can in the office. Turn your phone on silent, ex out of your email for certain increments, and give yourself the ability to focus on the project at hand.



BRANDON'S THOUGHTS

"I've learned sometimes I need to exit out of my email while I'm concentrating on a project. Even just silencing it for 45 minutes seems to boost my productivity and allow me to get that big assignment out of the way I need to."

TIP #9: TAKE ADVANTAGE OF TECHNOLOGY



While there is great flexibility involved with working from home, you want to make sure you are being a trustworthy worker, and always proving value to your customers and teammates. Technology can help you while you aren't face-to-face. Apart from emails and text messages, try to make phone calls and even video calls when appropriate. Show that you can remain high-touch without being in the same physical location. Google Hangouts, FaceTime, and other video conferencing platforms can be great to retain quality connections.

Technology Tip: *A variety of technology providers are cutting prices or even offering free services during the COVID-19 crisis. Here's a list of a few that we use and highly recommend:*



LOOM- a video and screen recording platform that allows you to capture your screen, voice, and face and instantly share your video in less time than it would take to type an email. They are currently offering a free plan with an unlimited recording limit through July 31st, as well as longer trial periods and half-price subscription options.



G SUITE- All G Suite customers can use Hangouts Meet today for easy-to-join video calls, but they soon are enabling free access to more advanced features, including larger meetings for up to 250 participants per call, live streaming for up to 100K viewers within the domain, record meetings to Google Drive.



MICROSOFT- Microsoft is offering a free 6-month Office 365 E1 Trial, including Microsoft Teams. Microsoft is making this special E1 Trial license available in response to the increased need for employees to work from home (WFH) in response to the COVID-19 (coronavirus) outbreak.

TIP #10:
**ENJOY THE EXPERIENCE
OF BEING HOME**



The next few weeks are going to be stressful and saddening for our world to say the least. COVID-19 is devastating to so many. For many of us, we are being given a gift in the midst of the devastation. A gift of family, and a chance to slow down - if we choose to embrace it. What an opportunity to spend time with the ones you love the most, enjoy the flexibility of working from home, and resting.

**Stay healthy, work hard, and
enjoy your favorite house slippers!**

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info@oneteammarketing.com

ONETEAMMARKETING.COM

859-519-7750

