



# Success Strategies for Working from Home

# Today We'll Discuss....

- The benefits & challenges of working from home
- Strategies for success
- Coping with stress
- Effective ways to communicate



# Working at Home

**The acceptance that work is something that one does, not someplace that one goes.**

Facts:

- The vast majority of the workforce in mid- and large-size companies works with people they cannot see on a regular basis
- Employee productivity, commitment, job satisfaction, and retention are positively impacted by telecommuting
- Job opportunities increase without a location attached

# Benefits of Working at Home

Your thoughts?

- Less travel
- No commute time
- Saves money
- Casual attire
- Maybe sleep in a little later
- Work and life balance
- Other?

**SalesPlus** 



# Common Challenges

Your thoughts?

- Isolation from social network
- Professional isolation
- Communication
- Setting limits and boundaries
- Leveraging expectations
- Work and life balance
- Focus and time management
- Technology
- 24/7 access to computer and work



# Coping with Challenges

How do you or how can you cope or adjust to these challenges?

- Isolation from social network
- Professional isolation
- Communication
- Setting limits and boundaries
- Leveraging expectations
- Work and life balance
- Focus and time management
- Technology
- 24/7 access to computer and work

# A Quote

Coming together is a beginning.  
Keeping together is progress.  
Working together is success.”

-Henry Ford

# Tackling Barriers

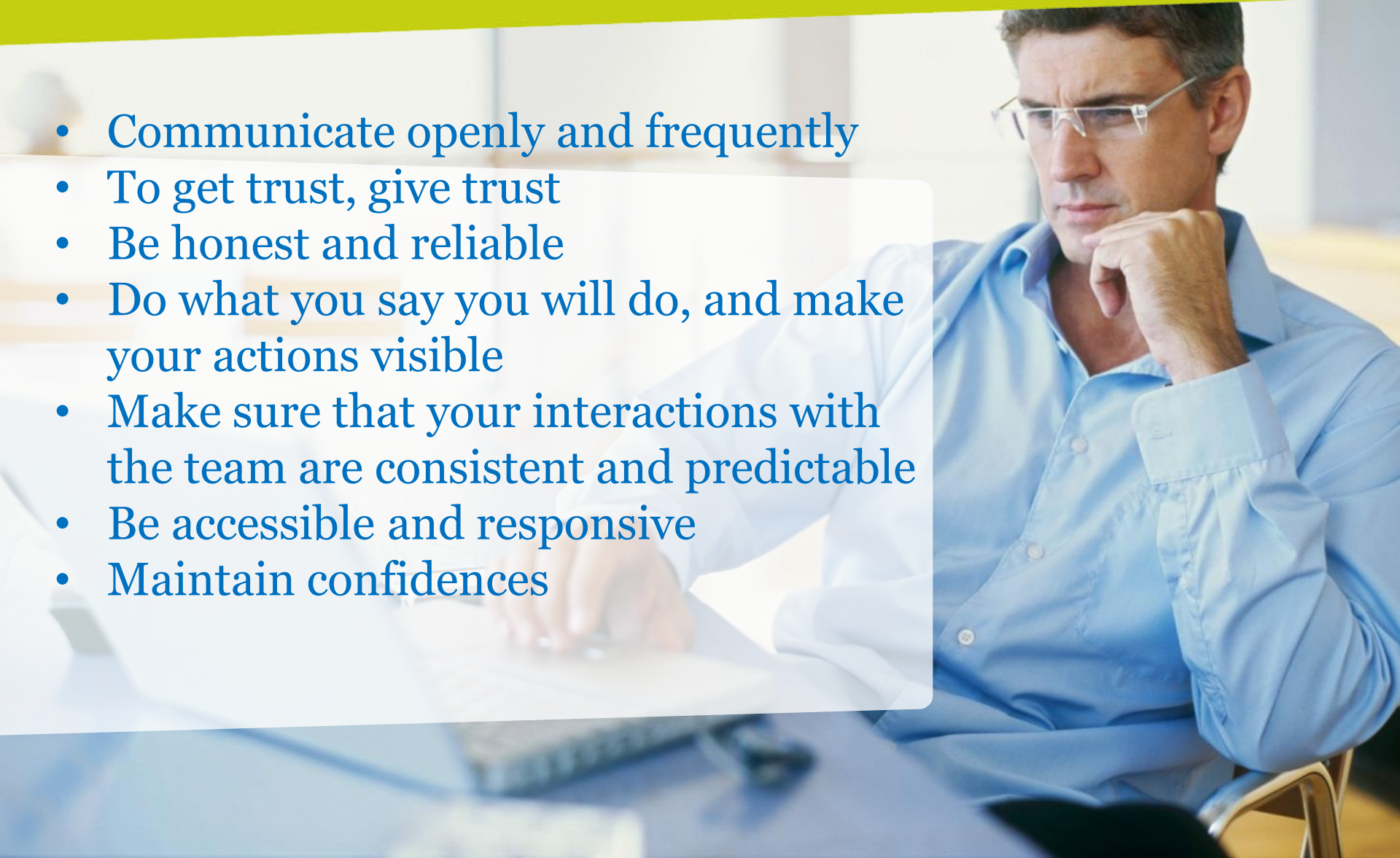
- Build community through effective communication
- Encourage positive and respectful interactions
- Establish clear expectations
- Be a team player
- Be responsible for clarity, openness, responsiveness and empathy
- Don't just reach out to coworkers when you need something from them





# Building Trust at a Distance

- Communicate openly and frequently
- To get trust, give trust
- Be honest and reliable
- Do what you say you will do, and make your actions visible
- Make sure that your interactions with the team are consistent and predictable
- Be accessible and responsive
- Maintain confidences



# Communication Challenges

- Misunderstanding from poor communication
- Choosing the wrong form of communication
- Incompatible communication preferences
- Lack of clarity and direction
- Frequent second-guessing
- Address the issue
- Distrust and suspicion
- Lack of empathy and personal connection



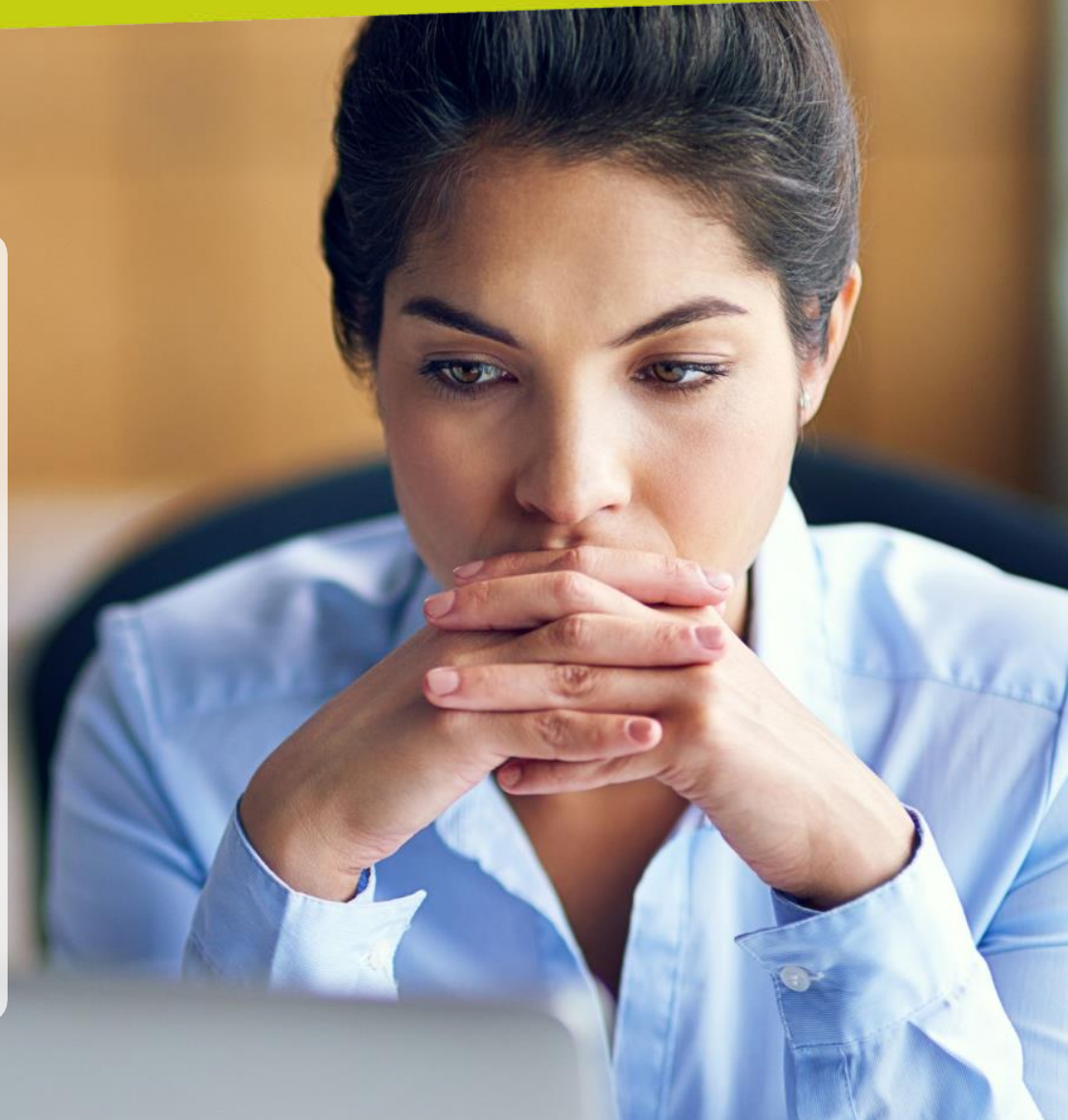
# Virtual Communication

- Check e-mail regularly
- Use the description line often
- Use automatic replies when necessary
- Determine appropriate and inappropriate use of e-mail
- Be careful of putting emotional content into the e-mail
- Consider the receiver's interpretation of the e-mail before sending, and avoid harsh undertones
- Set realistic expectation for responses



# Managing Stress

- Boundaries
- Mindfulness
- Positive mindset
- Exercise
- Balance
- Hobbies
- Self nurture
- Rewards
- Self affirmations



# Difficulty Adjusting to Working at Home?

## How I Can Help...

- If you need someone to bounce strategies/ideas and get advice on a business/career issue/situation — text, email or call so we can schedule a time to talk. **No charge, no-obligation, no selling, no kidding.** We will fit you into my schedule.
- Free personalized **Work at Home tips** report – take online

### Your Working Remote Tips



*Everyone has their own style and tendencies. When working virtually, we need to become more aware of our strengths and weaknesses and how to manage them. We don't have our peers, leaders and other influencers around us to help point out when we need course-correction. Time and priority management is key. The tips below are based on your survey responses and offer insight into how you might manage yourself when working virtually.*

#### WHEN WORKING FROM HOME

- ✓ If you are having a challenge, ensure you communicate with your leader or a peer to seek solutions.
- ✓ Make sure you add regular breaks into your normal daily routine. Don't forget to stand up and move regularly throughout your day.



# Questions?

# Thank you