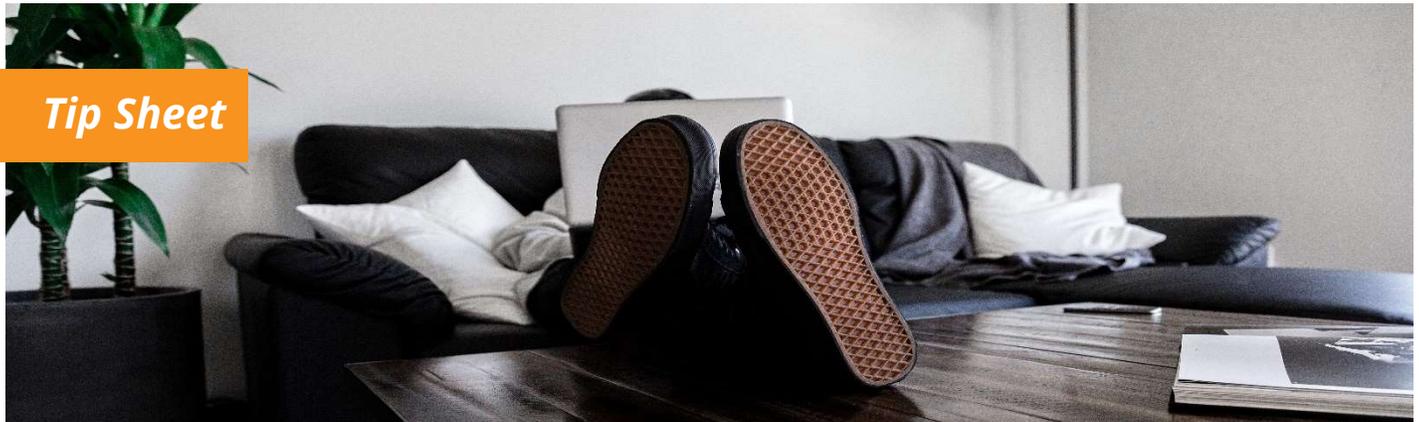


# Better Time Management When Working from Home



Optimize  
WELLNESS SOLUTIONS

## Tip Sheet



As the COVID-19 crisis is forcing many employees and students to stay home, it can present a whole new set of challenges. The struggles of working from home are real, and they differ for each person. They often include a lack of privacy, family interruptions, and no real schedule to follow. Employers can support their employees through these struggles by promoting some at-home time management skills.

### 1. Pomodoros

The Pomodoro is a time management technique created by Francesco Cirillo for a more productive way to work and study. Decide on the task at hand. Set the **Pomodoro** timer to **25 minutes**. Work on the task until the timer expires and then take a **Short Break** for **5 minutes**. Every four "pomodoros" take a **Long Break** for 10 minutes. This technique reminds you to focus all of your energy in to one task for a short period of time and maintains motivation. You will be rewarded by a quick break where you can go to the washroom, get food, or say hi to a family member. Download the Tomato Timer app to assist you!

### 2. Create a 'Task List'

You can create a list in Excel of ALL of the things you need to do (including family events) with the following headings: Task Description, Date Open Status, Date Closed and Priority. Then go through the list and prioritize each item and filter them

based on priority. This allows you to keep track of future tasks, and gives you something to immediately work on during your pomodoro.

### 3. Prepare Meals Ahead of Time

While you don't have to pack up your lunch in the morning, you could still maintain your nutrition habits like any other work day. When you wake up in the morning set your lunch aside in a ready-to-go serving so that your lunch time break is effortless. Prepare healthy snacks so that you remain fueled and energized throughout your day. Try some raw veggies and hummus!

### 4. Try this Mantra

When you are feeling unfocused, bored or distracted by someone in the house, say this mantra out loud: "I shift my focus to my work. I work hard and effectively to get results. Where focus goes, energy flows. I shift my focus to my work." Repeat often, two or three times in a row, and allow yourself to be in a productive mindset.

Are you ready to take your workplace wellness program to the next level?  
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