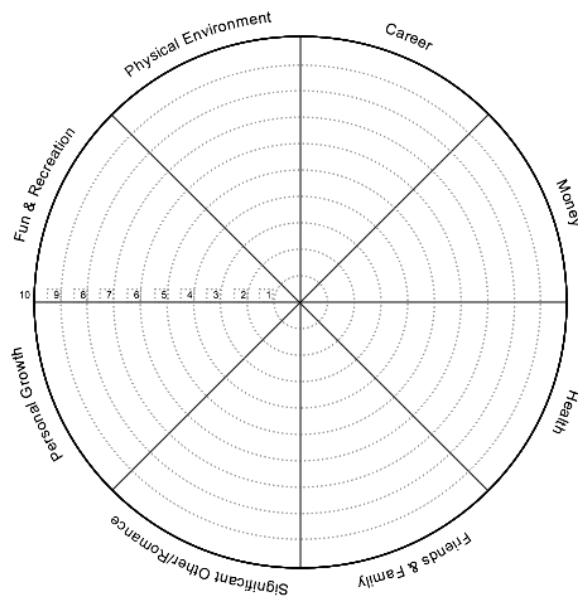


Working from Home Tips

- 1) Using a daily planner (attached 'Managing Your Day' in resources area)
 Why? Success is based on your daily habits so by planning the day or week, you just do what needs to be done regardless of how you feel
 The planner includes:
 - i) Joyful things you love to do each day e.g. walk, exercise, have a nice lunch, read
 - ii) Things that may stop you e.g. thoughts, distractions (e.g. people, social media) etc
 - iii) Single essential priority – the one thing you must do to move things forward
 - iv) 7 ongoing goals
 - v) Minor – things to do
 - vi) Planned / Actual plan for the day
 - vii) Score Card – depending on your industry and business
- 2) Build a permanent workspace with comfortable furniture and quality technology
- 3) Take a break (eat lunch)
- 4) Exercise
- 5) Continue learning
- 6) Get dressed for work
- 7) Create a vision for your work (and life). I like to use the below framework and think about vision and goals in each area



Combine your vision, goals with 'managing your day' and your success will depend on your daily activities. The above circle will give you a holistic framework.