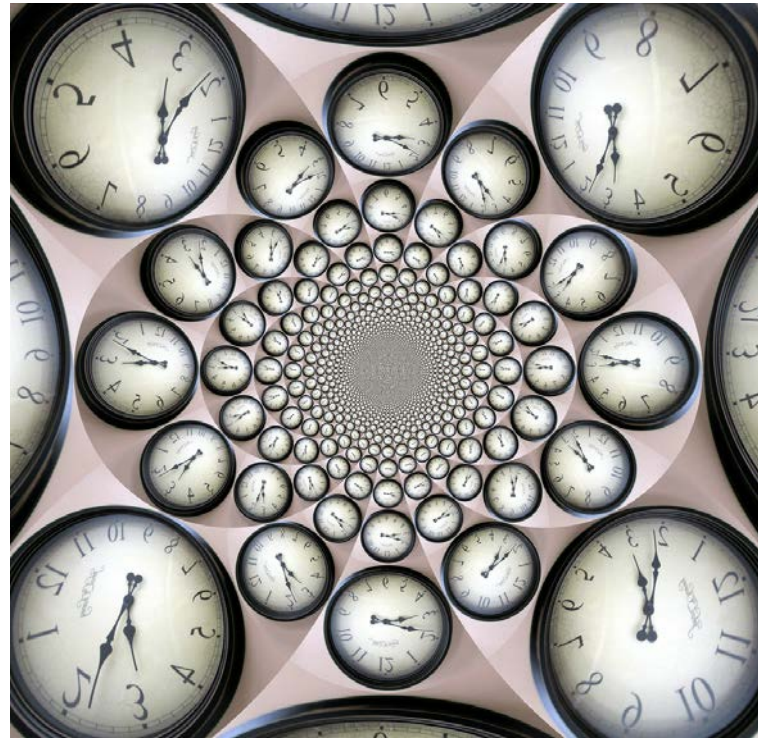


# **6 Strategies for Managing Your Time When Working from Home**

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# Everybody struggles with time management



# I'm in the same boat



# The voice of experience



# Understanding your new situation

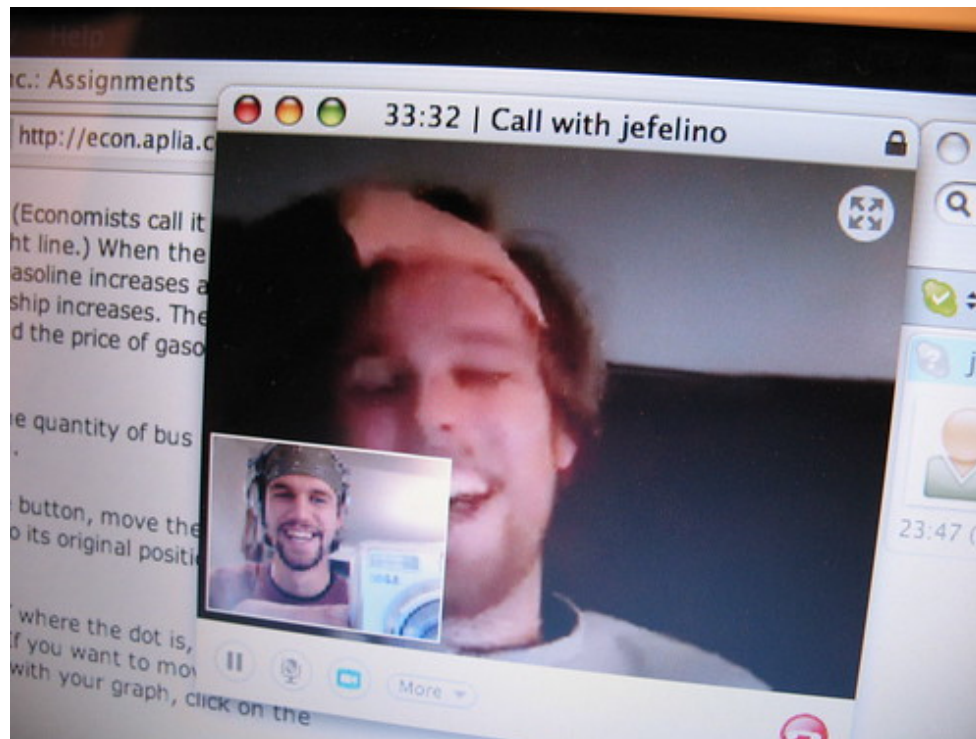




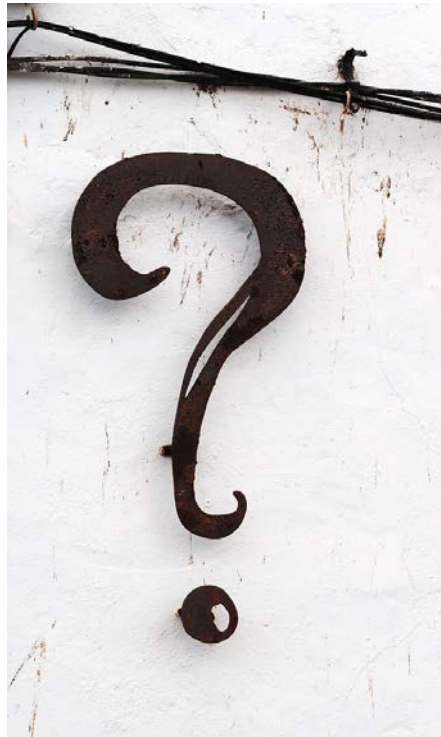
# You are at home



# Your work tasks have changed



# So, what can you do?





# #1: “Go to work” everyday



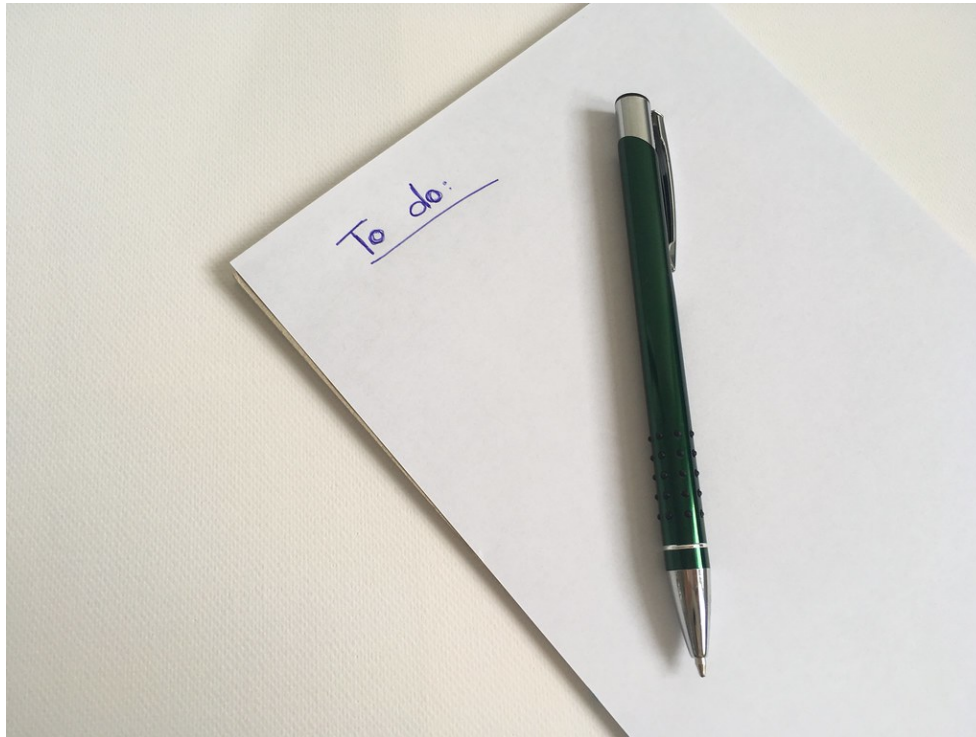
## #2: Set expectations at home



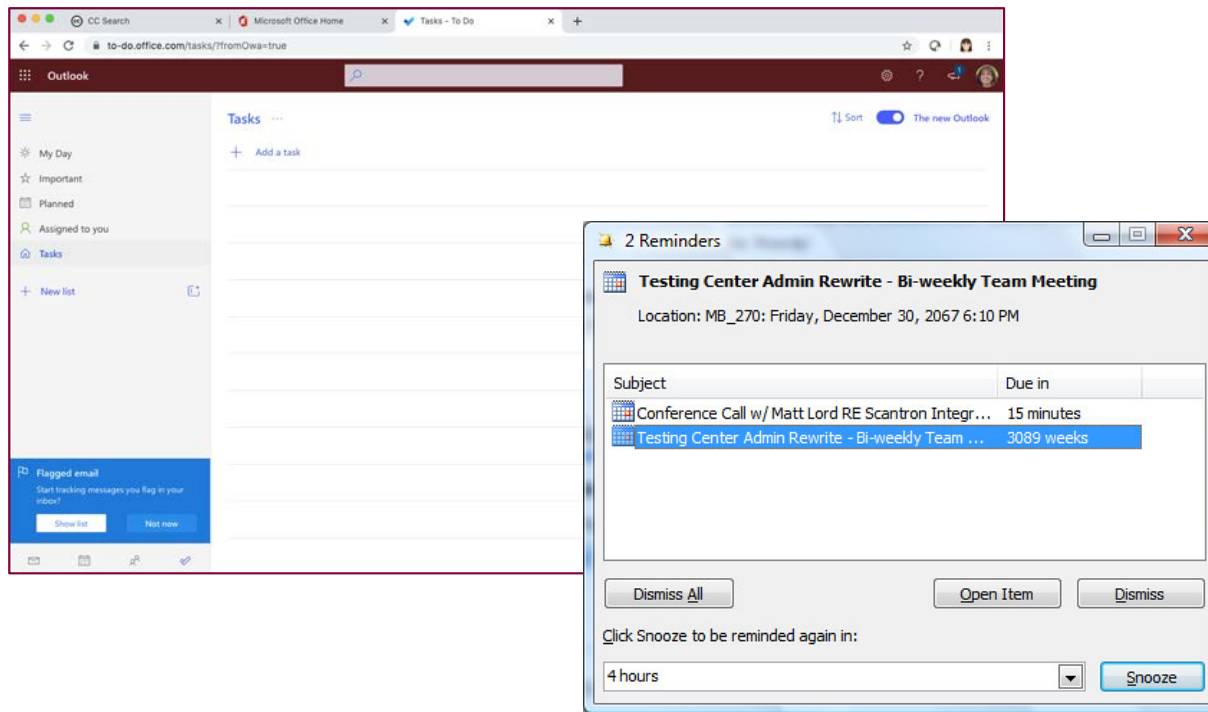
# #3: Create a balanced schedule



## #4: Create a daily to-do list



# #5: Use technology to manage your time





# #6: Use your calendar to schedule work time

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar 1 Monthly Cleaning Stu 8:30 stayed over as mc 12p TV... +9 more	2 12 Breaking Bad: Epis 3:30 nap 4 fell asleep +4 more	3 trash collection 9:30 Tiny House Natio 10:30 sleep +2 more	4 9 Kelly & Michael / Face 10:30 sleep 4:30p internet / e-mails +6 more	5 Monthly cleaning Der Purim (Tel Aviv) 3:30 sleep +11 more	6 trash collection Shushan Purim (Jer 1 Flickr / photos +14 more	7 1 internet / Flickr 2 Flickr... 2 Star Wars +7 more
8 Daylight Saving Time 8:30 Amazing Race +2 more	9 8:30 Property Brothers 10 Cleaned livingroom 12p internet +5 more	10 trash collection 1 nap 2:30 Star Wars V comm +5 more	11 9 Face Off / Kelly and M 10:30 sleep 5p work	12 9 Flickr 9 American Idol 10:30 internet +7 more	13 trash collection PayDay! 2 internet 4 Breaking bad	14 5p work
15 Monthly cleaning Livi 5p work	16 Bulk Pickup (3rd of e 10:30 Dr appt (Dan Bro 5p work: charge	17 trash collection	18 8 Preceptor class 11:30 Dr appt	19 7:45 Staff Meeting 10:30 Dr appt	20 trash collection 5p work	21 5p work
22 5p work	23	24 trash collection	25 5p work	26 5p work	27 trash collection PayDay!	28
29 5p work	30	31 kim's birthday trash collection 5p work	Apr 1 Monthly Cleaning Stu 10 Dentist appointmen	2 8 Target 100 meeting	3 trash collection 5p work	4 Elena & Fred visitin Pesach (First day of 5p work

# **6 Strategies for managing your time when working from home**

1. “Go to work” every day
2. Set expectations at home
3. Create a balanced schedule
4. Create a daily to-do list
5. Use technology to balance your time
6. Use your calendar to schedule work time

# Thank you

