

Surviving COVID Culture

CORONAVIRUS

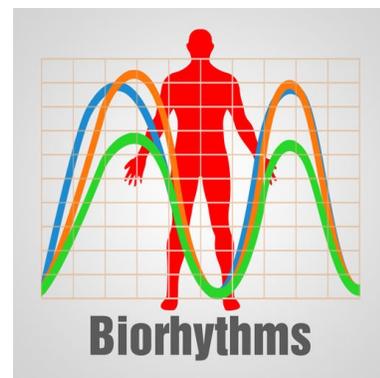
Living In A Time Of Global Pandemic

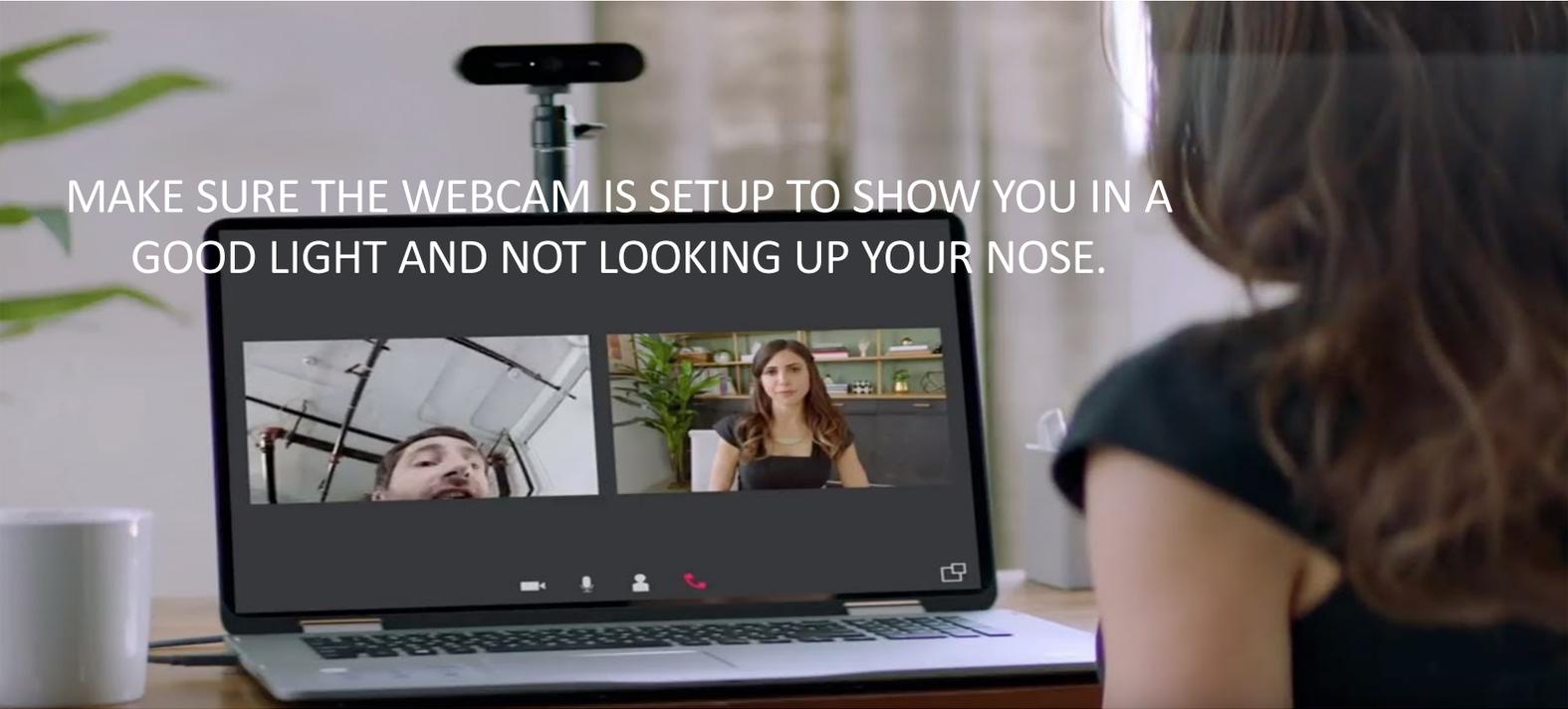
TIPS AND TECHNIQUES FOR WORKING FROM HOME FOR THOSE WHO ARE NEW TO THIS

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I've worked from home, from my Airstream and from the road for over 30 years. I've been seeing lots of information online and on Facebook about how to adjust to working from home during the COVID pandemic. Many of these "instructions" are focused on developing schedules and sticking to them. Well, I disagree that "scheduling" is the best overall advice. So, I have outlined some of the strategies that have worked for me over the year.

- **Know Your Biorhythm:** Are you an early riser? Are you a night owl? Adjust your work schedule accordingly for maximum productivity. I always get a second wind at 10PM at night and do some of my best work from 10PM to 2AM. So, I sleep late and want coffee before I start my work day at 10AM. Be sure to let your team/clients what your schedule looks like and find out what works for them. That way you can find that sweet spot that will work for all.
- **Develop Work Rituals:** Now that you don't have a 9-5 job with a commute, it's time to create new rituals. And, you get to design them to work for you! My rituals, developed over many years, are the following:
 - **Coffee & List Review:** First thing in the morning I review my to do lists, revise them, prioritize the day's work all over my coffee. I look forward to this activity as it gives me some sense of control over my day, even if things go haywire, as they often do. I use big pads of paper for my lists, post it notes for key info that must be in my face during the day, and I also use [Evernote](#) to organize all info online so I have access to my lists on my phone.
 - **Do The Hard Stuff First & Reward With Fun Activity:** This really works for me. I look at my list and try to do 2-3 items before I get to do something I might deem as fun. So, 2 tasks and then I get to google a Peru documentary to watch in the evening. Or reward myself by calling a friend or my Mom. I also don't let my self go to the gym (and now take a safe distance walk) unless I get the majority of my work done for the day. And, because I'm a night owl, I will leave a few creative tasks to the evening knowing that after I go for my walk, I'll be energized to get back to work. Interestingly, I have actually developed the mindset that housework is a reward activity. Weird, but I actually look forward to doing the dishes or taking the trash out if it gets me off the computer.
 - **Power Snacking:** To keep from over eating while working at home, I keep healthy snacks in my pantry (not on the desk.) Eating high protein nuts and fruits helps me keep my energy up. Last thing I want to do is eat cookies or candy. Pay attention to when you feel sleepy and lethargic during the day. Most likely it's something you ate that was too high sugar and/or caffeine. And, STAY away from those energy drinks!!!





MAKE SURE THE WEBCAM IS SETUP TO SHOW YOU IN A GOOD LIGHT AND NOT LOOKING UP YOUR NOSE.

- **Dressing For Your New Home Office & Other Personal Rituals:** One of the main suggestions I see most online or on Facebook is to “not wear your pajamas all day.” Well, one of the best parts of working from home (for me) is being able to stay in my PJ’s all day. That said, I always make my bed. I keep my kitchen organized. I take a shower/bath everyday! It’s really up to you to decide your personal hyenine style while working at home.
- **Webcam Etiquette:** The major exception to all that is when you have to get on a online video meeting. In that case, you must be sure to dress from the waist up. Go your hair and makeup. And make sure your computer camera or webcam is adjusted so you look good online. As you can see in the photo above, don’t setup your camera so people are looking up your nose. When the camera is looking up at your face (especially for those of us who are older) this highlights aspects of our face we don’t want to feature. Be sure to test this out and trying to put your camera/webcam higher up on your desk to film you straight on or from above is best.
- **Tech Frustration & Spotty Wifi/Phone Connections:** I have this rule. If I can’t figure out some type of tech issue within 5 minutes. I take a break. And, if the problem persists, I give up till tomorrow if possible. With our wifi bandwidth being stressed to the max (by all of us working from home and streaming content) often the problem is just a wifi issue. Reset your router and try again in a while. The same is happening for our landline phones. And, if you must get online and can’t figure it out, call me and I’ll try to help you out. 831 238 5503
- **Design Your Desk Space For Productivity and Inspiration:** So many people put their home office in a space where they face a wall or the environment is strictly functional. Be creative. Find a window and move your desk to be sure you can look outside. I put plants and my hummingbird feeder right outside my office window. My little birds give me such joy and keep my work space creative. Put objects on/around your desk that remind you of family, your passions, and beauty. This is a time for art and artifacts that bring you creative energy.
- **Power Naps:** So much of what’s online now says not to take naps. What!! That’s the joy of working from home. Just be sure to nap only when you really need to and keep the naps short. Set your alarm to wake you up refreshed.
- **Sound Personality:** Knowing if you need quiet, if you like the TV running in the background (like I do), or if music inspires and adds to your work environment. Test these out and figure out what works best for you and then make sure you have the equipment in your home office to fulfill your sound personality. I have a TV on my desk with a Roku so I can watch news, stream Audible music, get my podcasts, or listen to techno music when I need to get some energy. If you need help setting up your devices, call me. 831 238 5503

Stay SAFE. Stay HOME. FLATTEN THE CURVE! We will get through this! Big Cyber Hugs, Maren