

A photograph of a home office desk. In the center is a laptop with a dark screen. To its left is a light green computer mouse on a white base. To its right is a white ceramic vase with a green plant. Further right is a white lamp with a wooden handle. The desk is light-colored wood. Below the desk, two grey office chairs are visible. The background is a plain, light-colored wall.

7 Top Tips for Working from Home

The Balance Tree



WELCOME

Thanks for taking the time to download the **7 Top Tips for Working From Home**. Developed from our own experience of running home-based businesses these methods will help you be balanced and effective in your home office.

We are Jaye & Ricci Barros, married for over 30 years with 3 adult children and 3 grandchildren. Coming from Corporate backgrounds we now run our own online business to help others gain clarity, unlock their true potential and live their dream plan. We want this for you too!

Below are our 7 Top Tips to help you be balanced, effective, organised and productive while working from home.

We know these Tips will help you improve your work-life balance.

Jaye & Ricci Barros
Your Effective Life Team

For our full services go to www.thebalancetree.com.au

WORKING FROM HOME

1 Know Your Work Hours



Work out your start and finish times and stick to them.

With your office just metres away, it's tempting to start a little earlier or finish a little later. Don't do it! Respect your own time, as well as your family and friends.

2 No Go Zone



Whether you are sitting by your pool or have a great home office set up **DO NOT go into your office or open your laptop until your start time!**

You may think a quick check of your emails as you pass by your laptop to pop the coffee on is being productive ... then suddenly it's 11am and you're still in your pyjamas. Believe us, this is not sustainable nor is it productive!

3 From Head to Toe



Yep, you don't want to still be in your pyjamas at 11am when the boss suddenly Facetimes you! Apart from that, the mindset is that getting dressed means you're ready for your day.

You don't have to suit up or put your heels on ... just **get dressed and put your shoes on.**

Try it and FEEL the difference!

WORKING FROM HOME

4 Be Prepared

Have everything ready before you start your day.



This is very personal - what do YOU need to make your work space and day enjoyable, balanced and effective? For example, Water, Tea/Coffee, Aromatherapy Oils, Music, Affirmations, Photos, Snacks, Lunch, Jumper, Glasses.

5 Hear & Be Heard

We highly recommend you **invest in some quality, noise reducing headphones** that connect to your computer/laptop so that you can take calls, listen to podcasts, participate in meetings AND minimise the noise of neighbours, dogs, traffic, etc.



6 To Do List

Create a To Do List for all the things you want to do at home.

Let's face it, you know you want to hang up the laundry, wash the dog, put the dishwasher on and working from home allows you to create this work-life balance! Just do it with integrity. If you were in the office you would still break for morning tea, lunch, chats in the kitchen ... so **SCHEDULE some time slots in your day to do some quick home tasks.**



7 Move!

Set a timer every hour, or whatever suits YOU, so you remember to **get up and MOVE!** Go outside, get on the treadmill, do some squats ... just keep moving!



WANT MORE ?

FOLLOWING THIS WE RECOMMEND

TIME BUDGET WORKSHOP

WHAT WILL YOU GAIN?

- the full details on each of the 3 Top Tips
- the opportunity to become focused and organised so you can prioritise what and who is important to you
- being able to manage your current time, get more done and be more effective with the time you have
- gain more time back in your day for doing the things you love, with the people you love!

www.thebalancetree.com.au



TESTIMONIALS



These techniques are amazing! I wish I had learnt them years ago! Simple and effective!!

— R Woods

Knowing how to prioritise and trim certain areas means I get out of the office on time!

— JD

Oh wow! These are definitely going to help me get my life sorted at work and around the house!

— Kim V



Great to complete with your partner to recognise and achieve balance and effective communication as a unit.

— Joanne & Patrick

Life tools, broken down into recognisable and achievable bites, allowing them to be utilised and polished into a balanced and effective life.

— J Sherry