



Being Productive at Home: A Guide for Working Remotely

finishing your term

DESIGN YOUR ENVIRONMENT



Good Cues = VISIBLE
Bad Cues = INVISIBLE

Seeing a textbook cues reading. Seeing a TV cues Netflix.



.Sit with your back to the TV

.Mute social media notifications.

arrange your environment so the good cues are visible



Seeing these will remind you of the tasks you need to complete.



Sitting at a table, leaning slightly forward over your work is one of the more focused positions to get work done.



rearrange furniture to optimize productivity



This will help create a more motivating and supportive environment conducive to productivity.

BEATING PROCRASTINATION



BUILD A ROUTINE



1. **WHEN** you will do the work
2. **WHAT** you will work on

WHEN you will do the work:

↓ schedule.

↓ specific, concrete work periods

↓ small.

↓ more likely to work well for an hour than six hours



↓ breaks

WHAT you will work on:



↳ smaller a task is, the easier it is

You do not have to complete an entire reading in one sitting. Break it up into sections.

Make lists



prioritize

WHEN

WHAT

1: Implementation Intention

2: Habit Stacking

1. Implementation Statement



“I will (BEHAVIOUR) at (TIME) in (LOCATION)”



“I will (write that blog post) at (2:00) at (my kitchen table)”

2. Habit Stacking



“After (CURRENT BEHAVIOUR), I will (NEW BEHAVIOUR)”



CREATING INSTANT GRATIFICATION



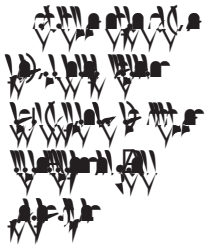
rewards of homework are long-term



ways we can create instant gratification when it comes to our

' Paper Clip Strategy & " Habit Tracker

Paper Clip Strategy



Habit Tracker



CONCLUSION - BE KIND TO YOURSELF

