



REMOTE WORKER

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PDF

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Contents

| | |
|---|-----------|
| Introduction | 4 |
| Basic Setup | 5 |
| 1. Environment | 5 |
| 2. Defining a Routine & Expectations | 7 |
| Top Success Tips | 8 |
| Perspective | 11 |
| Conclusion | 11 |
| About the Author & Contact Details | 12 |

Introduction

Welcome to the Remote Work PDF! The purpose of this document is to give you, a remote worker, an outline of the best focus areas and basic methodology to create solutions specific to you with the aim being to improve your remote working performance. Your best solution is based on you as a person, your experiences, and your particular industry. Since you know these better than anyone else, the only person who can determine your best solution is you. You will therefore be required to proactively work through this document to begin creating your best solution.

All problem solving can be achieved by simply asking and answering powerful questions. Figuring out the right question is the key to finding the right solution and the key to solving most problems in life. This document will invoke thought through the use of associated questions so that you may find a solution that suits you. If you find yourself still struggling then you might ask yourself any of the following:

- What is the question I need to ask myself in order to solve this problem?
- What is the question I need to ask myself in order to START solving this problem?
- What is preventing me from beginning to solve this?

Important!

Based on the table of contents you might want to think about which areas could have the biggest impact on your performance. When you work through those sections, decide on **A FEW NEW ACTIONS ONLY** and focus on forming the new habit(s) successfully over and over. Please do not try to work through everything and make many changes all at once if they require new routines/habits. They will be incredibly hard to maintain and could lead to discouragement as we are human beings not robots. Habit formation takes time. Every small win works for you, every loss severely works against you, keep small, keep winning!

When going through this document, many of the topics or suggestions might seem small and trivial in the moment, but it's many of these small choices that

occur daily that add up over the weeks, months and years ultimately translating into a completely different life.

Basic Setup

Companies get to create the work environment in the office, but here the individual has to take responsibility to set their home office up in the most suitable way and this brings us to the first set of decisions.

1. Environment

Environment impacts our behaviour more than we might be consciously aware. It is an unequivocal proven fact and we need to do all we can to make sure we start our choices in the positive direction.

- What environment do I need to create for success?

Different industries might require different setups. Regularly tuning in to how you are being impacted can ensure you keep tweaking, so you might ask regularly, what effect is my environment having on me? Do I get distracted, feel tired, unproductive etc? Once you know how you feel, you can begin to try and understand why and where to make the changes necessary.

a) Dedicated Clean Workspace

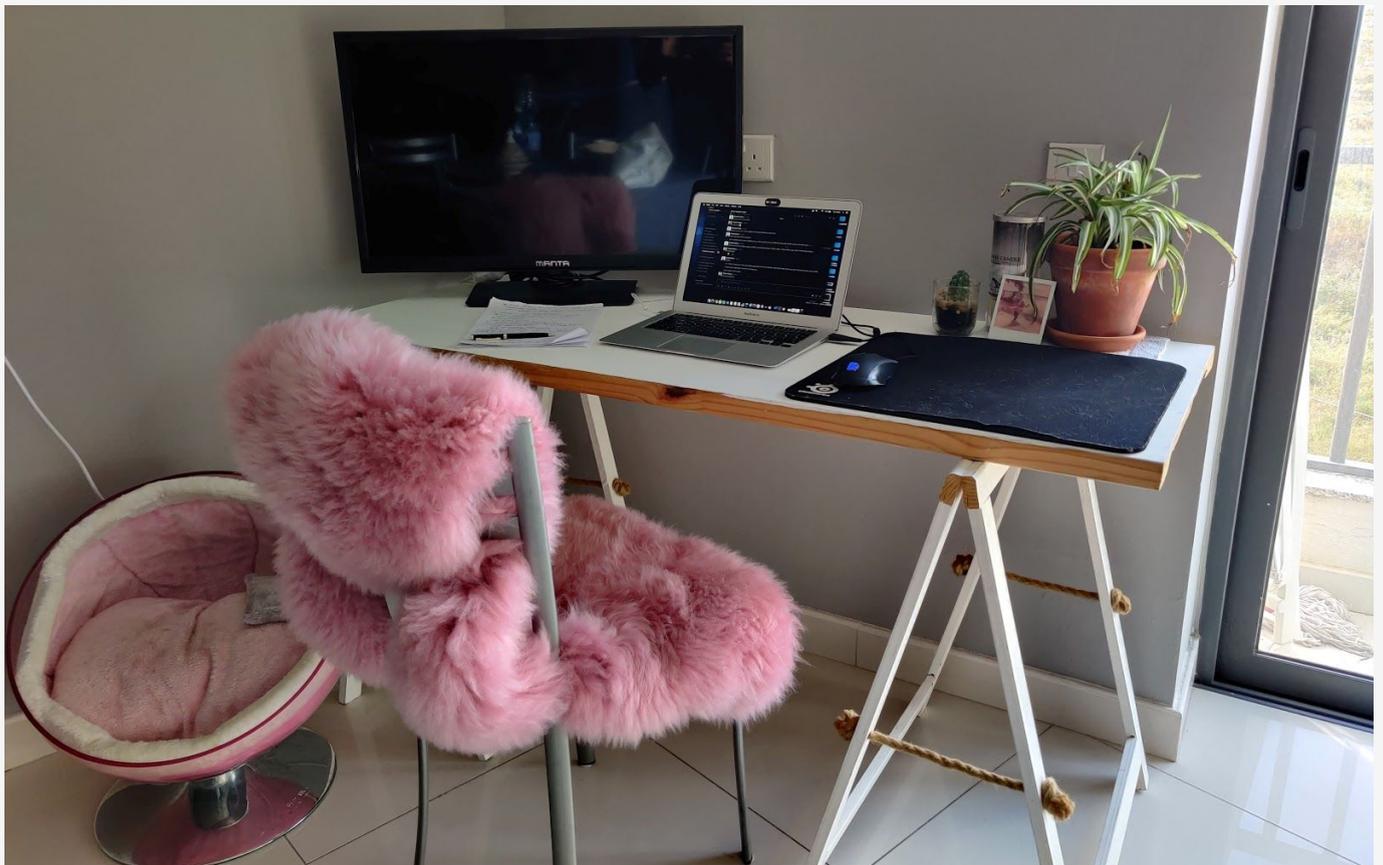
- Where is my dedicated zone/space for work mode?

Your home environment will have certain associations such as your bed for sleeping and relaxing, your dining table for relaxed dinners, your couch for slouching. One of the most important decisions you can make is to **decide on a dedicated space designed and set up for work**. Set boundaries so that this is the place you work and it doesn't get blurred with taking breaks or relaxing in the evening.

- How will I ensure my work space is reset after every use and kept clean?

One of the biggest impacts on productivity is organisation and cleanliness of your work space. **A clear space equals a clear mind.** Resetting all of your various environment zones will extend this effect. Just have some fun with it, if you don't enjoy yours change it and make it a place you want to be!

An example from a client:



b) Dress for Success

- What is my minimum dress code for productivity?

Just because you aren't going to the office it doesn't mean you should stay in pyjamas. They are associated with relaxation and sleep. If you wear relaxed clothing it could well lead to a relaxed work ethic. This might seem fine and a small choice on one day, but when you do it on one day, you will likely do it on another day, and then another and before you know it, you're lying in bed everyday in pyjamas working, so watch out and set the rules needed to ensure positive outcomes!

c) Neutralise Distraction

- Where are you getting interrupted or distracted?

i) Social Media/Notifications/Apps

Your phone was made to be easily accessible and provide instant gratification by playing on our human desires. If you lie it face up next to your keyboard with all apps pinging notifications on your screen, you are setting your environment up for distraction. Try putting it in a drawer in another room with all notifications turned off and see how often you walk in to grab it? Try removing social/distractive shortcuts on your web browsers so they are not visible anymore. You'll be amazed how well these actions work and how little you miss the distraction.

ii) People you Live with

- Do they know your work hours?
- Do they know when they can disturb you? What can you be disturbed for?
- What rules do you need in place?

Set boundaries with those you live with. Will you have a signal to others such as wearing headphones even if you might not be listening to music? Who else is facing a similar environmental circumstance that might have great tips?

2. Defining a Routine & Expectations

If you don't define what a successful routine or work expectations look like, how will you know if you are successful or not? Get clear so you have a reference point to measure yourself against.

a) Define Normal Routine

- What would be your normal routine? Office hours? Leisure hours?
- What will remain or change in a remote setting?
- What boundaries do you need to set to ensure you switch zones?

Defining and keeping a routine will help you keep the boundaries between work life and home life. If you want to start looking at how to build a routine of high performance, check out my [free article](#) for **6 simple steps**.

b) Define Expectations

- What is expected of me in terms of productivity? Work hours, KPIs etc?
- What is expected of me in terms of communication to my team, to my manager? How often? By what method?
- What is the attitude expected of me, values expected?
- What are my goals/vision/mission?
- What's the team goals/vision/mission? How do I fit in?

c) Discuss and Confirm a) and b) with your manager

Discuss the above and confirm with your manager so you both are happy and agree on what defines your success. **If you don't know what success looks like in the eyes of your manager, how will you achieve success?** Clarity and communication on this is key!

Top Success Tips

a) Your home will get messier simply because you will physically spend more time there so make a routine to clean it! I use a 2 minute rule, so if anything would take me less than 2 minutes, I have to do it right away. Try building your own rules that will keep your environment cosy and clean.

b) Getting up, ready and moving to work is an active process and your mood will reflect that! Why not do something active in that extra commute time saved to get your body and mind in the right frame for a successful day of remote work. How about cleaning your space? A quick win and a clear head.

- c) Plan your food**, maybe the day before, so you don't spend hours thinking/shopping/cooking/cleaning during hours that you expected to be working in the office.
- d) Set basic alarms** for Starting and Finishing times of work days/meetings/breaks. This helps create boundaries. Time yourself on tasks for extra accountability if you like.
- e) Take breaks away** from your dedicated work space! Staying at your laptop and watching YouTube, will reduce your ability to focus and perform over the longer duration.
- f) Keep up interaction** and take social breaks such as Skype Lunch with a friend (away from your workspace!), or participate in group chats with friends and colleagues. You have to be proactive if you don't feel engaged.
- g)** Self awareness is the essential key to improving and therefore feeling good. **Take regular space with your own thoughts** to reflect, What's one thing I could do that would have the biggest impact on my performance? How has my mental state been this week? What did I do well that I can build on? **Meditation** would be my top tip here. I didn't do it for years even though I knew about it because I believed I was balanced and positive but I was naive. We have one mind for life, what is your mind health strategy?
- h)** Why not create a simple pre-work checklist and post-work evaluation so that you only have to remember that and little else.

E.g.

Start of Day Success Checklist

To be completed 15 mins before start of work day!

- Am I working from my dedicated workstation?
- Is my station clean and clear of clutter?
- Am I dressed for success?
- Are my meals planned?

- Are all necessary boundaries set?
- Am I logged out of Social platforms in my browsers?
- Have I turned all non-work related notifications off on all devices?
- Have I reviewed my task list for the day?
- Have I sent my task list to my manager?
- Have I reviewed necessary changes from the previous day?

End of Day 5min Reflection Evaluation

- Did I start my day on time? If not, why not? How will I change this for tomorrow?
- Did I stay at my dedicated workstation? If not, why not? How will I change this for tomorrow?
- Did I manage to keep my station clean and clear of clutter? If not, why not? How will I change this for tomorrow?
- Did I stay out of social media platforms during work hours? If not, why not? How will I change this for tomorrow?
- Did I complete my tasks and work to outlined expectations? If not, why not? How will I change this for tomorrow?
- What other challenges did I encounter today in my ability to remote work? How will I address these so they are fixed tomorrow?
- How do I rate my ability to perform via remote work today vs office? (out of 10)
- What could I do differently that would have the greatest impact on my performance tomorrow?
- What therefore will be my expected task list for tomorrow?
- Did I send this to my Manager?

Some of these tips will not suit you and that's completely ok, so certainly don't feel like there is only one recipe for success here, it's about what will work best for you!

Perspective

This can be a challenging time, and it's often in these times we learn the most about ourselves. It can be a great time to reflect and grow, a great time to share, and a great time to help out those who are worse off than ourselves. If you do however find yourself feeling a bit down or just want to get the edge, here's a few questions to help you out:

- What's great about remote working?
- What am I lucky to have in this situation?
- What can I do that's within my control to make sure I get the most out of this situation?
- What does success in this time look like for me?
- What have I learnt through this that will serve me well in the future?
- I'm not the only one, who else is going through this?
- Who can I help?
- Who supports me?

If you still find yourself struggling feel free to reach out to [me!](#)

Conclusion

I hope that the content provided has been valuable to you in some way. If you have found multiple changes to make you might ask yourself, "Which 1-2 would have the greatest impact on my performance?" and start there. Take it slow and make them stick.

If your selections require a new change in behaviour or habit then please make them really small to start, something that you know you can do every single time without fail. You can only build on a habit once the habit is actually formed.

About the Author & Contact Details



As a former professional online poker player playing at high stakes for over a decade, I truly know what it means and takes to manage yourself both professionally and personally in a remote setting.

Creating new routines, new habits and finding the right balance isn't easy. It's something I've had to do many times over in my career and it takes time for reflection and good strategy.

How long could we be in the current situation for?

There are many challenges that you will face and I made this document specifically to cover the basic areas that I believe are within your control and I sincerely hope it was of value to you.

If you feel like you need further help simply contact me for a **free consultation** on the details below or feel free to check my website for the various [services](#) I offer and the [testimonials](#) for the quality you can expect to experience when working with me. Thanks for reading!

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