

Staking Your Claim: The New Work from Home Frontier

But what about? I've always wondered how you do that



This isn't what I thought it would be

What happens if your dream comes true and you're WFH.....and now it feels like a nightmare?

- Give it time
- Talk to someone with experience
- Renegotiate time back in the office
- Find a great coffee shop or co-working space

I'm lonely

Coping when there isn't someone to just chat with or vent to

- Schedule time for lunch, coffee or a co-working session with clients or colleagues (old or new)
- Make phone calls, rather than sending texts or emails
- Work somewhere besides home
- Take advantage of any networking events that you can attend
- Find a work from home buddy



A group of people in a meeting, with a semi-transparent text overlay. The background shows a man in a blue shirt leaning over a man in a white shirt, and a woman in a white shirt and a man in a yellow shirt in the background. The text overlay is in a blue serif font.

I need other people to bounce ideas around

You can still have brainstorming sessions when WFH

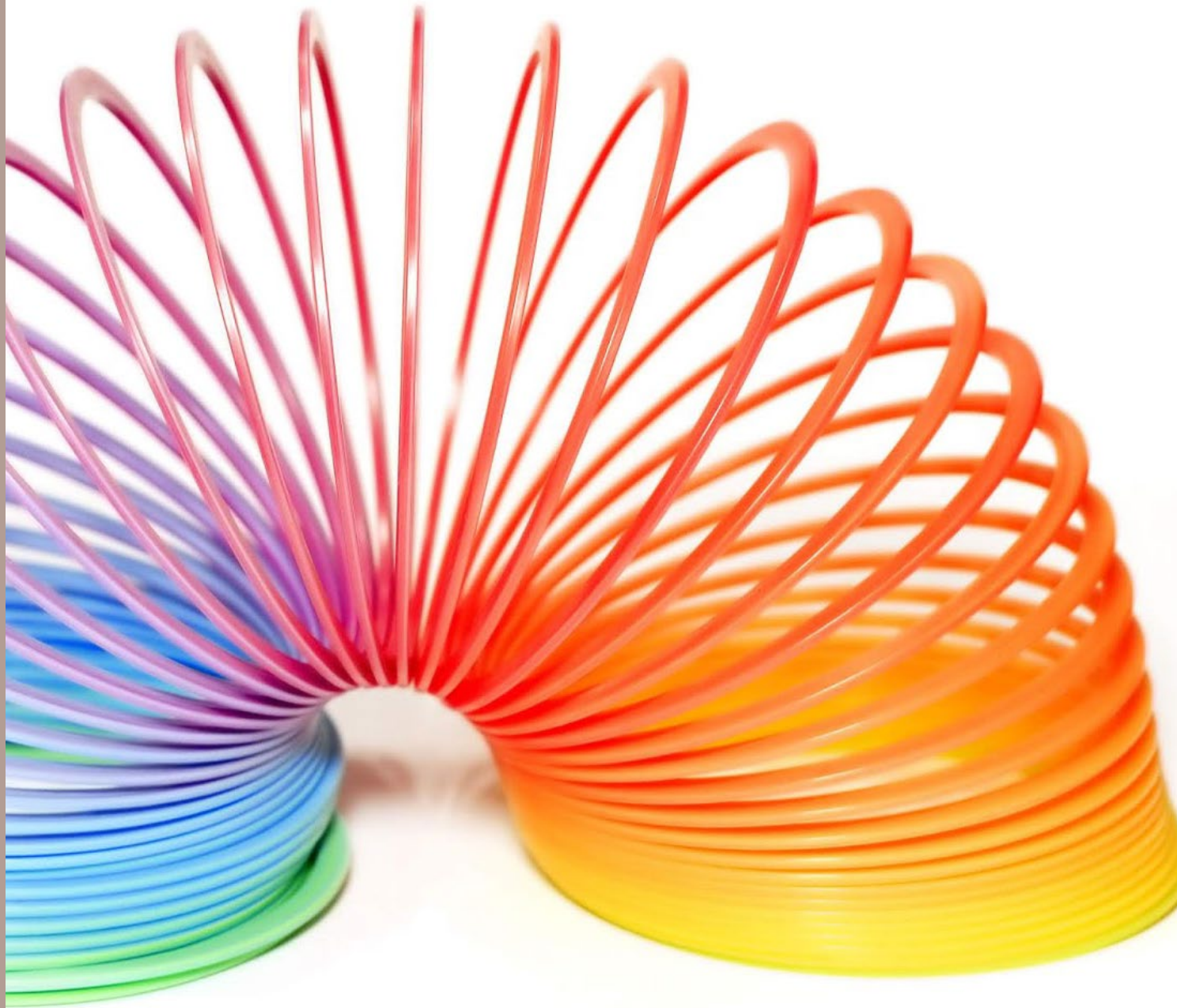
- Phone calls, lunches, go out for coffee
- Form a group of people and agree to proof/review each other's work
- Use sub-contractors – start small and grow
- Join a professional association
- Join the local chamber or Lion's Club – make new connections
- Attend a conference or other professional development event



Identify your best work hours

If you hit your stride in late afternoon, honor that

- Negotiate with your employer
- You don't have to work from 8 to 5
- When do you feel energized and ready to go each day?
- What is the best way for you to get your day started?
- When are you at your best for phone calls or Zoom meetings?
- How do you manage an inconsistent schedule?



Managing asynchronous work

How do I stay most productive?

- Few things require immediate response
- Give people permission to not respond to you
- Be savvy about time zones and lunch hours
- Be flexible and gracious
- Use tools
 - Out of office messages
 - Projected response time messages
 - Delayed send options on email



Don't be a slave to the beep

Rules of thumb for how quickly to respond to various electronic demands

- Schedule time when your phone or Teams is off – fight the urge to pick it up
- Block time and return emails twice each day
- Prioritize who you answer immediately
- Turn off notifications
- Determine which social networks you'll use and how – Do you really need them for your business, or should they be only on personal time?
- Weigh the pros and cons of multiple email addresses and phone numbers



You do need to be “out”

If I don't always make myself available, will people assume I'm slacking all the time?

- You need one hour each day, one day each month and one week each year
- You have to say no; there will be more work
- Define what “out” looks like to you

Let's Keep Talking

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