



Motivation and Teleworking in Ten-Points

1. Keep in touch with colleagues

Keep in touch with your colleagues on social media, video conferencing platforms or the good old telephone. 5 minutes well invested in your motivation, to receive or give advice to your colleagues, and break the isolation. You can even involve your children, who are often curious about what you do and who you work with.

2. Listen to feel-good music or radio

Some people cannot concentrate with music that has lyrics. Try instrumental music, turn up the volume so it is barely noticeable, use only sound-suppressing headphones to cut out annoying ambient sounds: no matter what, you will find the sound that suits you!

3. Dress as you want

Some people say they are more efficient if they dress like they were at the office. If it works for you, great! Some will prefer comfortable clothes; the important thing is to take the opportunity to be able to wear what you want while working.

4. Make a to-do list for the day

Start with simple goals that you are sure to accomplish during the day. If you have a weekly to-do list instead, identify what is realistic to accomplish each day. It is also advisable to spread out the stimulating tasks and those which are less interesting during the week and according to your level of motivation. You can use the same strategy for the kids and take breaks together after you complete your respective goals.

5. A well-organized working space

A clean and tidy place for some. A functional mess for others. The main factor is to set up a workspace that is ergonomic and appropriate to avoid pain. If your kitchen chairs are uncomfortable after more than an hour, use cushions or try to set up a work space in your living room. Test the different possibilities and assess the scenario that allows you to be the most productive.

6. Take regular breaks

At the office, there are established breaks whereas at home, it can be easier to lose track of time. If necessary, use alarms to maintain regular downtime. It is also important to turn away from your screen for several seconds each hour and change position if your layout is not ergonomic. Why not walk during your calls, raise your computer for periods of standing work or schedule your exercise to move a little throughout the day?

7. Diversify your tasks

Varying the different tasks is a strategy to stay motivated. If you are more productive in the morning, concentrate on more complex tasks at the beginning of your day. In the afternoon, opt for professional development activities or data entry.

These tasks will be easier to do even if your energy level is lower. For parents, concentrating on activities that require more concentration when the kids are napping or are busier is a way to make the most of your time. Certain activities are possible to accomplish despite the frequent interruptions: it is therefore a good idea to keep them for less quiet times.

8. Treat yourself to small rewards

To motivate yourself to do more difficult tasks, you can reward yourself with little treats, according to your tastes. And keeping in mind that a good diet promotes productivity, why not positively reinforce ourselves with healthy and homemade snacks? You could also choose to reward yourself with a pleasant task, a break with the kids or a little bit of exercise.

9. Prepare yourself a good coffee, tea, latte or iced drink

Whether hot or cold, a pleasant drink can do wonders for your spirits. It is essential to take care of yourself during this difficult time. And what's good for us gives us positive energy to invest in our work. The most important thing is to stay well hydrated; so, keep your water bottle close by, just like you used to do at the office.

10. Establish a routine for separating work periods from private life

Start the day with a shower, a walk or anything else that allows you to recreate a somehow normal routine. The same thing at the end of the day: change into "comfy" clothes, make yourself a mocktail, do your exercise session... In short, take time for yourself, to unwind. It is important to make the cut: we turn off the computer, the day is over!