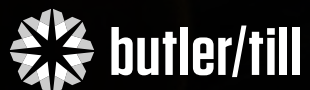




Winning Ways to Work Remotely

We are all adjusting to a “new normal” given the recent pandemic. Working from home can be the ultimate personal productivity litmus test. Change happens and the sooner we adjust and adapt, the quicker we can regain productivity. The key to being productive in a home office isn’t willpower or determination—it’s following a few simple tips that will help you be efficient and effective. Amid the thousands of “working from home productivity tips” we came across, we have decided to share our favorite “Top 7,” inspired by our own employee-owners.



1



CREATE A SCHEDULE & TIME BLOCK

The best piece of advice on how to work from home? Schedule your day and time block your priorities. If you have school-aged children, you'll need to balance work, home schooling, and a lot of inescapable "togetherness" with your family. Take time to plan for both your family and work priorities, always remembering that family comes first.

2

INCLUDE BREAKS IN YOUR SCHEDULE

You will be shocked at how many things you do off schedule during a workday. It's critical, therefore, to schedule your breaks and take them. Some rules of thumb:

- 1 Work for 50 minutes/break for 10 minutes
- 2 Work for 90 minutes/break for 15-20 minutes

HOT TIP: SCHEDULE A VIRTUAL COFFEE BREAK

Use Zoom/Teams to create daily coffee breaks with coworkers to chat about anything and keep our creative Butler/Till culture alive. Most of us have built-in breaks that we take at the office; but it can be harder to do that at home. "Pop in" to say hello to coworkers on Teams every once in a while!



3

CARVE OUT A DESIGNATED SPACE

If you don't have a home office, no problem. As long as you find a dedicated space that you can work from on a regular basis, you should be able to separate the "work" from the home. Having a place to go will help you focus and give you the feeling that you're going to work.



4

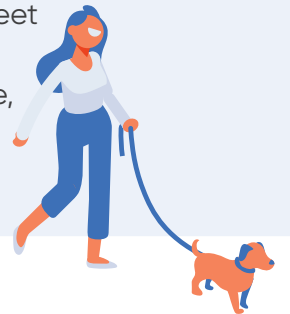
CREATE A MORNING ROUTINE

The more you can implement routines into your schedule, the easier it will be to accomplish everything on your "To-Do" list. Many people follow daily routines in order to accomplish their goals for each day. While you're working from home, it will be important to follow those routines—walking the dog, reading the paper with a cup of coffee or tea, etc.—to help you begin your work day on the right foot.



HOT TIP: MORNING COMMUTE WALK

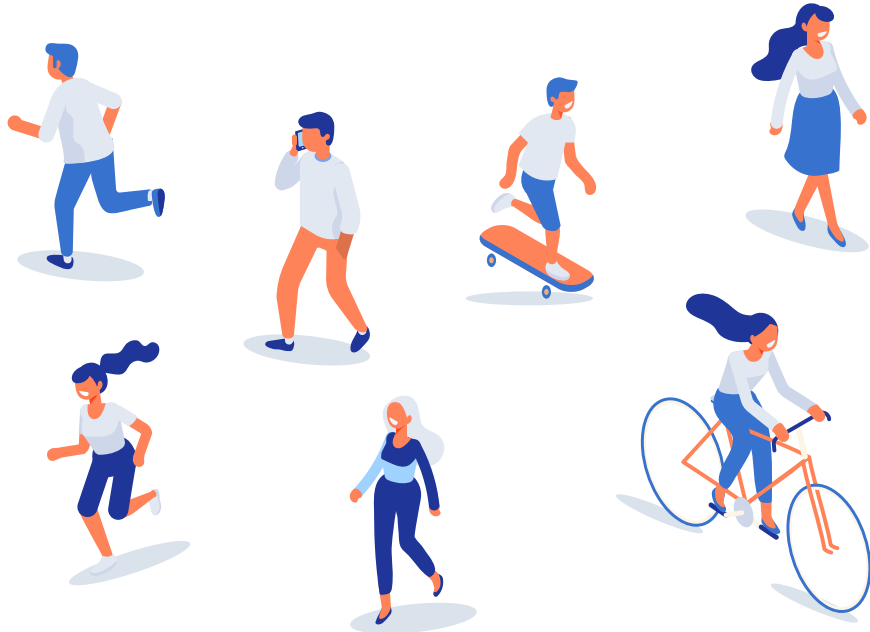
A quick "morning commute" down the street and back before starting your work day can help shift your brain into "work" mode, so that by the time you get back, you're ready to start tackling the day's projects.



5

STAY ACTIVE

Sitting all day in a chair is bad for many reasons. One risk of sitting for extended periods of time is that it causes you to lose your focus and concentration. The more you can stand up, take a break, or go for a walk, the better your blood circulation will be (taking into account social distancing, of course). Fresh oxygenated blood flowing to your brain will help improve concentration and productivity.



6

COMMUNICATE AND SHOW UP THE WAY YOU DO FOR WORK

Say hello and goodbye when you're logging on and off. Recap important takeaways and confirm next steps. Overcommunicate with managers and coworkers. Ask for feedback from managers and ask if there is anything else you can do. Don't forget you are still working! That means you dress the part. We highly encourage you to be seen on all Zoom/Team meetings. It creates a much better dynamic to be part of the meeting versus a name-only visual. Ask yourself, would I wear pajamas to work? How do I want to show up for my fellow employee-owners and clients? Casual is fine—too casual is not.

7

EAT THE RAINBOW, DRINK WATER, & MOVE

Block out time for these things! Remember to nourish your body with water, fruits, and vegetables during these stressful times. Eating the rainbow contributes greatly to healthy living factors—including a boosted immune system. So don't forget lunch! Stay hydrated. Water is essential to relieve fatigue and improve your mood and brain function. Block out times in your day and week to stretch, walk, do a puzzle, eat, read a book, meditate, educate yourself on something new, write a story, journal these events—keeping your brain active will up your productivity and spark creativity!



Stay healthy. Stay connected. Stay safe.
With patience and grace, we will all get through this!