How to Work from Home Without Losing Your Mind
OUR AGENDA

● Tech Checklist
● Home Office Set-up
● Zoom, Google Hangouts and More
● Zoom Security Settings

● Video Conferencing Best Practices
● Time Management Tips
● Staying Strong

www.Step3.coach
Many of our neighbors are putting themselves in harm’s way by performing the non-remote jobs that allow society to function. Others have had their income abruptly stripped away altogether. Work-from-homeers should actively remind themselves to be compassionate and generous with anyone who cannot work from home.

- By Caity Weaver
Remote workers also tend to take shorter breaks and fewer sick days than office-based ones, and in studies, many report finding it hard to separate their work from their home lives.

- KEVIN ROOSE
Google Search “work from home setup”
Our most common work-from-home tech issues are the ones that slow down our productivity: unreliable internet connections, low-quality video calls, software programs that are too narrowly tailored and uncomfortable work stations.

- Brian X. Chen
No. 1 tech issue at home: internet connectivity.

Try to be wired not wireless

See if your internet package is the best you can get

If you have to go wifi, try getting an extender (Netgear, Linksys, Google)

Have a backup (my T Mobile Hotspot feature is rocking it!)

Close down apps that run in the background
Keep your gadgets to a minimum.

Consider adding a second monitor to your desk
Wireless earbuds
Logitech c920s webcam ($70)
Light therapy lamp for mood and video calls
Pair of noise-canceling headphones
Ergonomic keyboard
Logitech m720 triathlon multi-device wireless mouse $50
Standup desk.
A well-built office chair, like the Steelcase Gesture
Multitaskers: consider connecting your phone to a monitor

Never have a window or lightsource to your back
Don't sit directly under a light source
Make sure the camera is eye level or higher
Don't fidget, eat, move from room to room etc.. it is distracting
Use an external mic or headset
Make your bed if you are conferencing from there!

Keep your background as simple as possible
Perhaps a little composition behind you
Say something with your space (Kitchen to be homey? A favorite poster?)
Avoid red, orange or patterned backgrounds
Carpeting and window treatments help absorb sound
If you are worried about Zoom Bombers.

Do not share your Zoom link or code on social media, make them RSVP instead

Set a Password and send it at the last minute

Use the Waiting Room feature

Set screen sharing to “host only”

Turn off the annotation feature

Other extra precautions: block private chats, turn off file transfers and restrict custom backgrounds

Disable “allow removed participants to rejoin”

Use the latest version
Communication and Productivity Tools Galore!

Zoom - Video meetings and webinars
Google Hangouts - Video meetings that connect to all things gmail
Loom - One way screen share and video messages
VoiceThread - Sharing comments with a phone option
WhatsApp - Messages, videos etc..
Marco Polo - Video chat messages
Trello - Project management software
Asana - Project management software
Basecamp - Project management software
Slack - Chat channels
Facebook Workplace - Project management, chat, video etc..
Misc. Productivity Thoughts

If the weather permits set up outside

Make clear boundaries with shelter in place mates

Track hours using Freshbooks or Clockify etc.

Move it (Yoga with Adriene)

The only news you need: CDC and YourState.gov

Follow the 80/20 rule
## Eisenhower Matrix

<table>
<thead>
<tr>
<th></th>
<th>DO FIRST</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELEGATE</td>
<td></td>
<td></td>
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<tr>
<td>DON’T DO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The “school timetable” uses two periods of 40 minutes with a 10 minute break between them, followed by a break of 30 minutes, with another two periods of 40 minutes. Then an hour and a half’s break for lunch, followed by the same again.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
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<tbody>
<tr>
<td>9:00-9:40</td>
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</tr>
<tr>
<td>9:50-10:30</td>
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<tr>
<td>Break</td>
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<td>11:00-11:40</td>
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<tr>
<td>11:50-12:30</td>
<td></td>
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<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>2:00-2:40</td>
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<td>2:50-3:30</td>
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<tr>
<td>4:00-4:40</td>
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<tr>
<td>4:50-5:30</td>
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</tbody>
</table>
Gamify Your Goals
Gamify Your Goals
Epidemics are a part of the cycle of life on this planet. The choice is how we respond. With greed and hatred and fear and ignorance? Or with generosity, clarity, steadiness and love?

- Jack Kornfield
Hawaiian ancestors believed that all things, all conditions, all people, and all of nature were and are in "pono" or excellence and rightness. They believed that “changes” are normal occurrences indicating a need for adjustment in making pono more pono – right, more right in the never ending flow of life.
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