REED

Weekly to-do list

Monday

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Tip

Schedule interaction into your day, even if it's just a five minute catch up with a co-worker on the phone

Tip

If you are organised and set objectives for your team, they will **thrive working at home**

Weekly to-do list

Tuesday

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Tip

If you've hired well you should have no worries about people working from home. This is where a **high trust, high performance culture is vital.**

Weekly to-do list

Wednesday

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Tip

Having a routine is vital for motivation. **It sets you up for the day**

Tip

People are more productive at different times of the day – **use this to your advantage**

Weekly to-do list

Thursday

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Tip

Sign out of social media accounts to limit temptation

Tip

Plan your breaks into your schedule and make sure you stick to them

Weekly to-do list

Friday

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Tip

Create the right ambiance. Try music without lyrics to limit distractions

Tip

Choose a workspace and replicate your usual working environment as much as possible

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