

WORK FROM HOME PRODUCTIVITY



Discover How To Stay Productive
Working From Home and Develop
Your Mind For Success

Disclaimer

This ebook has been written for information purposes only. Every effort has been made to make this ebook as complete and accurate as possible. However, there may be mistakes in typography or content. Also, this ebook provides information only up to the publishing date. Therefore, this ebook should be used as a guide - not as the ultimate source.

The purpose of this ebook is to educate. The author and the publisher do not warrant that the information contained in this ebook is fully complete and shall not be responsible for any errors or omissions. The author and publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by this ebook.

WORK FROM HOME PRODUCTIVITY

Table of Contents

Chapter 1: Introduction – Working From Home is What You Make of It	7
Chapter 2: How to Structure Your Working Day to Get More Done.....	11
Eat the Whole Frog.....	11
The 1 Minute Rule	12
To-dos.....	14
Chapter 3: Productivity Hacks: How to Motivate Yourself to Work.....	17
Setting Yourself Rewards	17
Leaving Work Unfinished.....	18
Overcoming Writers’ Block.....	19
Prepping Your Work	20
Creating Accountability	22
Chapter 4: Finding the Inspiration (The Key to Incredible Productivity)	25
Chapter 5: Optimizing Your Health and Wellbeing.....	29
Getting Proper Downtime and Rest.....	30
Grooming and Self-Maintenance	32
Dealing With Loneliness	32
General Health	33
Fitness and Strength Training.....	36
Chapter 6: Creating the Perfect Home Office	39
Inspiration.....	39

Organization	40
Faces and Plants.....	41
Chapter 7: The Best Productivity Apps and Gadgets for Working From Home.....	44
Remote Collaboration	44
Personal Workflow.....	46
Admin.....	47
Chapter 8: Best Online Jobs.....	49
Top Online Jobs	49
Copywriter.....	50
Blogger	50
Journalist.....	51
Vlogger	51
Digital marketer	51
Programmer/software developer.....	52
Video editor.....	52
Data analyst.....	53
Conclusions.....	55

A top-down view of a desk with a light yellow background. On the left, a lined notebook with a black pen lies on it. In the top left corner, a small green plant in a glass pot is visible. On the right, a portion of a silver keyboard is shown. A semi-transparent grey rectangle is overlaid in the center, containing the chapter title in white text.

CHAPTER 1

INTRODUCTION

Chapter 1: Introduction – Working From Home is What You Make of It

So, you're stuck working from home? There are now two ways this can go.

One option is that you work like so many other people who are confined to home offices. That means you'll spend a huge chunk of your day procrastinating before you actually get anything done, which will result in work spilling over into your evening.

You'll go to bed with work still on your plate, feeling stressed and behind. Meaning you'll wake up the next day and start work in your pyjamas.



Without someone looking over your shoulder or structuring your day, it's all too easy to fall into bad habits. You make yourself that morning cup of coffee, you check your emails, you read Facebook... you neglect to shave! It feels like liberation at first, and it's a great feeling not having to rush out of the door.

But as a result, you end up with no structure. You spend all of your day "half working" and you spend all your time cooped up in one room. Your work life bleeds into your downtime, and you end up falling behind in all kinds of aspects of your productivity AND your personal life.

So what is the other option?

The other option is that you grasp this opportunity with both hands: that you apply a little strategy and discipline. Most importantly: you gain the correct mindset that will help you to tackle this unique challenge in the best way possible.

And what does all that mean?

It means that you can now finish your day's work in less time. Because let's face it: most of us wasted hours in the office on meetings and chatting around the water cooler!

It means that you have no commute either, meaning that you probably just gained 2-4 hours of extra time *every single day*.

You'll work in a tidy and organized office that is designed specifically to help you feel productive at work, and then you'll properly relax and unwind in the evenings with the people and things you love.

The best part is that you can start applying a little "lifestyle design." That means working in the way *you* want to work: working the hours that you