

SELF-LEADERSHIP

Making the most of working remotely & showing your worth

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For employees working remotely it can be challenging to stay on top of responsibilities, without those around us daily to lead or to draw motivation from teammates as we once did. Employees can find themselves lost in the distance and unsure of their place. With this stress and no separation of work and home, employees must create a structure to take advantage of the opportunity to self-lead. In this webinar we will address such issues and identify ways to shine in our capabilities, to benefit the most from these times. Takeaway tools and ideas to eliminate the stress of working from home while demonstrating fullest potential!

TODAY'S DISCOVERY

- Welcome and intro
- Stress – no separation of work & home
- Self-lead mindset
- Stay connected, recreate your place
- Self-structure: employees must create a structure to take advantage of the opportunity to self-lead

STRESS: NO SEPARATION OF WORK AND HOME

- **Loneliness**—Employees are feeling isolated from persons in whom they can personally depended on in the work space.
- **Immersion in work**—Employees feeling distant and insecure in their place can become married to their work. Home could now have become 24 hours of work space. Leaving little or no time personal recreation or commitments.
- **People Problems**—Mood & attitude is causing frustration, disappointment, and aggravation with people closest to us.
- **Need to Achieve**—Achievement brings satisfaction. However, many employees are now unsatisfied with their work no matter how well it is done.

DEALING WITH STRESS

If stress can be kept within constructive bounds, it can increase a person's efficiency and improve performance.

- **Networking**—one way to relieve the loneliness of working remotely is to share experiences by networking with others in the industry.
- **Getting away from it all**—the best antidote could be a well-planned time outs & committing to them.
- **Communicating with employees**—employee should stay in close contact with employees and assess the needs of the department, team, company.
- **Finding satisfaction outside the company**—employees need to get away from the work space occasionally through the day and night. Become more passionate about other areas of life.
- **Delegating**—employees must find ways to delegate to improve quality and create teams.
- **Exercising**—research demonstrates the value of exercise regimens on relieving the stress associated with entrepreneurs.

SELF-LEAD MINDSET

- **Determination and perseverance**—total dedication to success to overcome obstacles and setbacks.
- **Drive to achieve**—an internal desire to excel against self-imposed standards and attain challenging goals.
- **Opportunity orientation**—focus on opportunity matching resources, working through a structure to execute strategy.
- **Internal locus of control**—successful employees believe in themselves. They believe their accomplishments and setbacks are within their own control and influence.
- **Tolerance for ambiguity**—successful employees must attack & thrive on the unknown.

SELF-LEAD MINDSET

- **High energy level**— employees must dial in on their energy levels. Carefully monitoring what they eat and drink, establishing structured task routines & exercise routines, and knowing how to relax.
- **Vision**—create a vision that aligns with the firm's and become it.
- **Passion**— employees should allow for positive emotional experiences. This create pride, which is an excellent motivator.
- **Team building**— employees often the most successful, have well-motivated people with them to help handle the challenges, projects, & quality production.

STAY CONNECTED, RECREATE YOUR PLACE

Employees can find themselves lost in the distance and unsure of their place

“You take the job, make it your own, and become that job.”

- Show pride in your work & your commitment to best performance
- Finish projects, be reason projects get finished
- Solve problems or offer practical working solutions
- Build yourself small teams of those can help – peer authority
- Summarize your work visually – use share screen in virtual meetings, for calls pre-send attachments and documents summarizing or showing work

STAY CONNECTED, RECREATE YOUR PLACE

Employees can find themselves lost in the distance and unsure of their place

- Keep an eye on your boss, literally
- Skate to where the puck is going
- Make money – regardless of your role, understand the ROI (return on investment) your company has for you and produce meeting their need
- Emotional intelligence
- Dress the part, even at home
- Don't expect to be rewarded
- Take notes

SELF-STRUCTURE

EMPLOYEES MUST CREATE A STRUCTURE TO TAKE ADVANTAGE OF THE OPPORTUNITY TO SELF-LEAD

- Create a structured work schedule and stick to it daily
 - With freedom of working remotely, understand how you work best
 - Build it around your needs to perform at your best
 - When are your peak performing hours?
 - Work in blocks to allow for deep dives into work
 - And for exercise & mental breaks
 - Set an end time to each day & a bed time
 - Make a work plan the night before – make this a ritual
 - Use personal assistant apps to aid keeping to a task completion schedule
 - Not just your calendar of meetings

SELF-STRUCTURE

EMPLOYEES MUST CREATE A STRUCTURE TO TAKE ADVANTAGE OF THE OPPORTUNITY TO SELF-LEAD

- Set a single space devoted to work and eliminate distractions
- Inform family & friends of this space and of your daily structure
- Avoid multitasking – add up the “switch time” and see why
 - Create two categories – deep dive work & light task work
 - Set time goals of completion & use timers to keep to help manage
 - Social media & shopping should be done after the work end time
 - Limit news feeds and alerts on phones – in your phone settings
 - Email is a light work task that belongs in a block, not open all day
 - Disney’s ABC priority management

“THAT’S A WRAP!”

Questions
&
Comments

Thank you for attending!

Reach me by email: dbarwin@hotmail.com subject: DBR

