



WEBINAR FOR WFCA MEMBERS HOW TO BE MORE PRODUCTIVE FROM YOUR HOME OFFICE



UNPRECEDENTED TIMES AND UNCHARTED WATERS

Working remotely can be difficult

E-mail -28%

Web Surfing and Social Media -20%

Distractions are everywhere (50-80%)

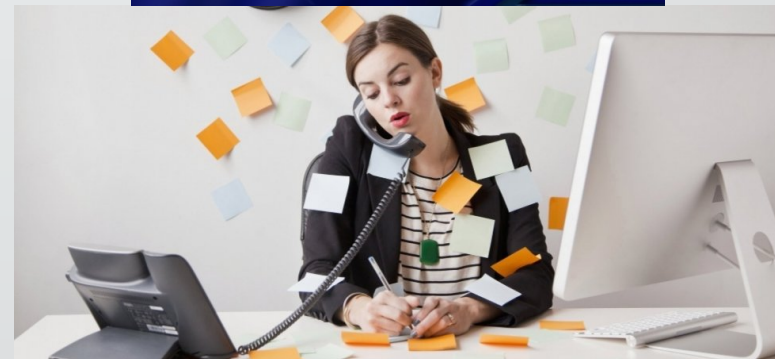
Lack of Personal Contact outside home

Communication Challenges

F.E.A.R. of the Unknown

Develop Discipline and Structure from home

Procrastination is so easy in your pajamas!



WHAT WE WILL TOUCH ON TODAY

- **Creating a Productive Environment**
- **Time and Self-Management Strategies**
- **Utilizing Technology**
- **Develop Disciplined Work Habits**
- **Having the Right Mindset**
- **Avoid Procrastination**

BE THE BUFFALO

**Cows Run Away from the Storm
while the Buffalo charges toward it
and gets through the storm quicker.**

**“Whenever I’m confronted with a
tough challenge, I do not prolong
the torment. I become the Buffalo”**

**—by Wilma Mankiller, First female
Chief of the Cherokee Nation**



BE THE BUFFALO

We have several choices to make:

A. We can use this as an **EXCUSE** and a distraction to NOT **Prospect**, Improve our **Skills** and **Knowledge** or Work diligently on achieving our **Goals**.

We become paralyzed & worry.

OR

B. We can ignore the constant distractions & utilize our **resources** & **TIME** to push forward with **self-motivation** and **work hard** on our business and **prepare for the future**. New **ideas, prospects** and **business opportunities** that will be your key **differentiators** going forward.

“Be the Buffalo” –**DO NOT PROCRASTINATE.**



TWO TYPES OF PEOPLE IN THIS WORLD

[Find Excuses to Stay in Comfort Zone](#)



[Find a Way to Take Action](#)



ESTABLISH THE CORRECT MINDSET YOU MUST START TO LOOK AT EVERYTHING DIFFERENTLY

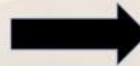
Recalibrating the Coronavirus

I feel **anxious** in public.



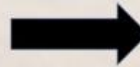
I'm **cautious** around others.

I'm **nervous** that I'm going to get sick.



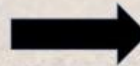
I'm **optimistic** that I'm going to stay healthy!

I'm **frightened** of the unknown.



I'm **curious** for what the future holds.

I feel **powerless** about what's going on around me.



I'm in complete **control** of my thoughts, emotions, and personal wellbeing!

Mike Thompson
Steelcase Global Client Collaboration

DEVELOPING THE CORRECT MINDSET - IT ALL STARTS WITH VISION AND GOALS

Empower Partners Goal Setting and Execution

Start with crystal clear goals

- This is a good time to update your goals (personal and professional)
- Find a picture that represents your goals
- Determine the purpose of each goal
- Create a Vision Board

Goals





COMMUNICATION IS THE KEY

- Owners or Managers to employees -set up regular communication both as a group and on an individual basis.
- Employees to “the boss” -schedule regular check ins and keep the boss updated on activity
- Co-workers -schedule virtual coffee breaks, lunches and collaboration with Zoom calls.
- Over communication is not an Issue.
- Check in with old customers, associates and friends. Everyone’s situation is different and a call, text or email can be a lifesaver and make someone's day. Great time to prospect to past clients and keep relationships strong.



WHAT DO WE COMMUNICATE TO OUR CUSTOMERS DURING THIS TIME?



Many salespeople communicate the wrong message!

- Now is NOT a time to communicate “ Please don’t forget about me”!
- Show empathy for the situation we are all in
- Ask questions about how they personally are doing and how is their family?
- Share examples of things other customers are doing to get SBA funding and ask how their business is holding up. Are they still working?
- Offer to provide FREE services to help them.

MEDITATION THE NEXT BIG PRODUCTIVITY TOOL

Meditation to Focus on Goals

Jay Allen, JDS Flooring Manchester NH,
Starnet Member

- Meditation has been a life changer for me and anyone who knew me 10 years ago will attest to that

Lew Migliore, LGM Associates, Starnet
Vendor Partner

- . To come home at the end of the day and find a quiet spot to clear your mind.

“What lies behind us and what lies before us
are tiny matters compared to what lies within
us.”

— Ralph Waldo Emerson



COMMUNICATION AND MINDSET TOOLS

- Vision Board with top 10 Goals and pictures
- Podcasts for Meditation
 - Videos on YouTube Meditation
- Positive Self Talk, Affirmations and Motivational Slogans
 - List of 5 positive affirmations to review every day
- Focus and Discipline –
 - "Take the Stairs" Book by Rory Vaden

ESTABLISH THE WORK RULES AND WAKE UP EARLY



**Dream big
and wake up early
to actualize them.**



NAVY SEAL ADMIRAL WILLIAM H. MCCRAVEN: MAKE YOUR BED EVERY DAY??

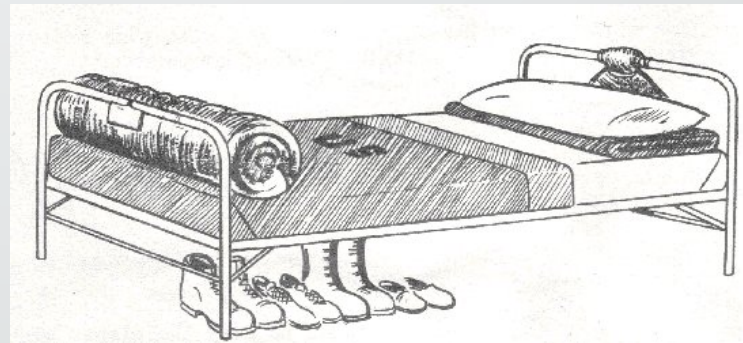
Accomplish the first task of the day

Small Sense of Pride

And if by chance you have a miserable day, you will come home to a bed that is made — that you made. And a made bed gives you encouragement that tomorrow will be better.

It's all about the small things.

<https://www.youtube.com/watch?v=TBulGBCF9jc>



PREPARE FOR THE DAY WHEN YOU GET UP - MEDITATE, EXERCISE, EAT HEALTHY



DRESS FOR SUCCESS



“Dress for Success” by John Molloy

SET UP THE BEST WORK SITUATION POSSIBLE



CREATE A PRODUCTIVE ENVIRONMENT – SETTING UP YOUR REMOTE WORKPLACE & TIME MANAGEMENT

1. Set up an office away from distractions if possible with a door to close.
2. Eliminate clutter and distractions (work out equipment, dog bed etc.)
3. Set up high speed internet, good cell phone reception and printer
4. Create appropriate work- space with desk, drafting table, file cabinets etc.
5. Find a quiet space away from family distractions (separate room to close the door)
6. Try putting “movement” into your work day and take breaks to exercise
7. Set up options to stand while on the phone or using your computer to avoid sitting all day.
8. Time to start work and time to stop work
9. Do your exercise prior to 7am if possible.

NEW WORK AT HOME TOOLS

Standing desk device.
Source: [Thereadydesk](#)



Logitech Video Meeting Kits





TOP 15 –SELF-MANAGEMENT STRATEGIES WHEN WORKING FROM HOME

- Plan your week Sunday Evening
- Set Focused Goals & Stick to a Routine
- Learn to say NO to Distractions
- Block time on your calendar and be Disciplined
- Find a Time Mgt & Schedule System that works
- Stay Focused on PDA's (Priority Daily Activity)
- Take small breaks frequently & Exercise
- Schedule time for E-mail
- Find inspiration (Affirmations & Books)
- Sleep Well & Eat Well
- Overcome F.E.A.R- Take Action
- Start and end work- day on schedule
- Use technology to communicate & to hold yourself accountable.
- Delegate or Out-Source
- Create a Time Awareness Log

TIME AWARENESS LOG

Date	Start/Stop Times	Activity Description
3/21	6:00	Exercise/Review Goals/ Coffee or breakfast with family
	8:00	Work Schedule starts- Clean up unread emails
	8:30	Presentations via Web-Conference
	9:30	Prospecting Calls
	11:00	Email
	12:00	Lunch with family
	1:00	Webinar Presentation
	1:30	Phone Meeting with PMs or co-workers
	2:30	Follow Up Calls & check e-mails
	4:30	Check in call with Boss and final check on e-mail
	5:00	Stop work and join the family

TECHNOLOGY TIPS FOR THE REMOTE WORK ENVIRONMENT



TECHNOLOGY IN THE REMOTE WORK ENVIRONMENT

Subscribe to the best software and Aps

*Zoom, Skype or Go to Meeting for web-conference calls

*Update your LinkedIn and Facebook profile

1. Have a professional picture on LinkedIn
2. Put your company value proposition on the profile page
3. Tell your story, your habits and share your passion

Set GOOGLE as your default to access the internet

WEB CONFERENCE TIPS

Do not post meeting or link on Social Media

- Send individual e-mail/Test messages

Use a Waiting Room

Lock the meeting when all are present

Create Recurring meetings

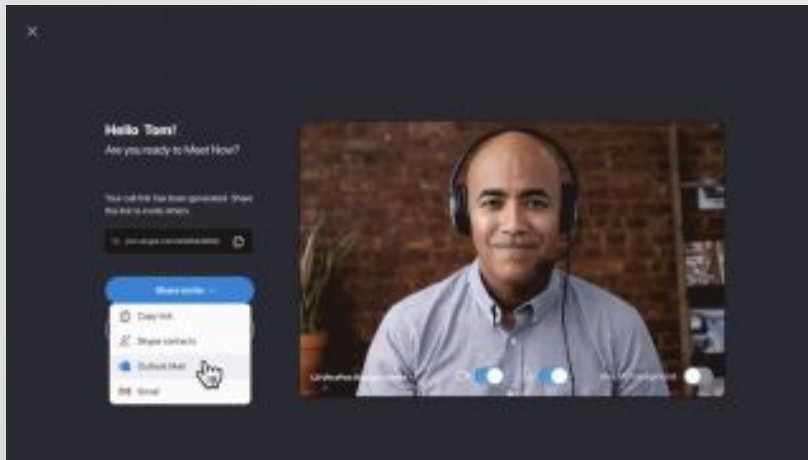
Background- Virtual backgrounds available from Zoom App

Record your meeting

Touch up your appearance

NEW WEB CONFERENCE TOOLS

“MEET NOW” -SKYPE New Video Call Option



Webex is here when the world needs to connect, communicate and collaborate



TECHNOLOGY AND EMAIL

- Decide the best times during the day to read & respond to e-mail (Set blocks of time)
- Turn off Notifications
- Be more selective and Reduce your flow of messages
- In Box as a storage area –NO
 - Handle an e-mail one time
- Organize your Email System
- Golden Rule
 - Five minutes to read and respond

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