

WORKING FROM HOME WEBINAR

INTRODUCTION

A Little About Me

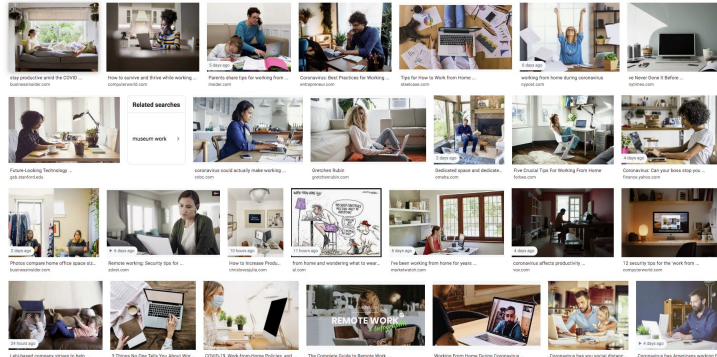
- Married with 6 children
- Live in Logan, Utah
- 20 years experience
- 50% of my career working from home

Why Does That Matter?

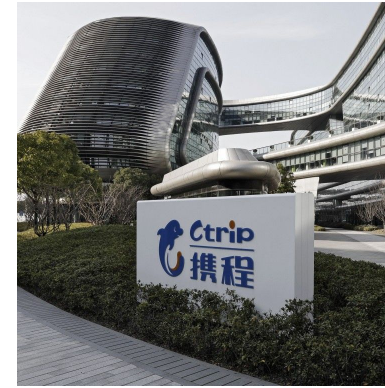
- What works
- What doesn't work



Google Search:



Research Experiment



Ctrip

- Largest Travel Agency in China
- \$20B NASDAQ (TCOM)
- 20,000 Employees

Problem

- Expensive Property Space

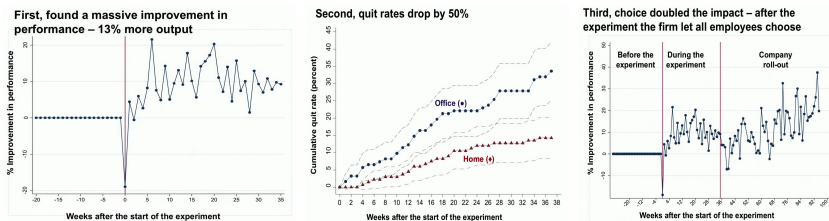
Goal of Company

- Wanted to Save Money

Working from home experiment

- 2 different groups
- 500 employees chosen
- Tracked for 2 years
- 10-15 people per team - 1 manager

Results



What does it mean?

Employees Are More Productive

Less Employee Attrition

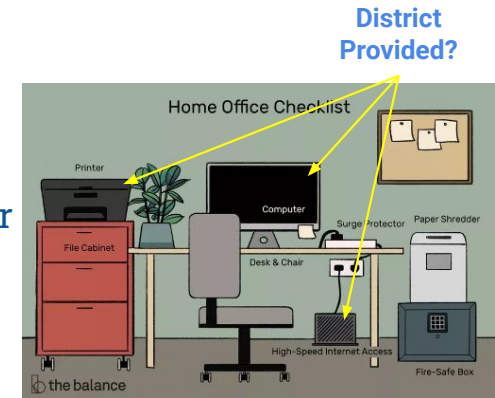
Organizations Save on Costs

OFFICE SPACE

Desk Setup

Equipment Needed

- Telephone
- Computer & Monitor
- Keyboard & Mouse
- Printer
- Pens & Paper
- Documents & Files



Space Setup

Location

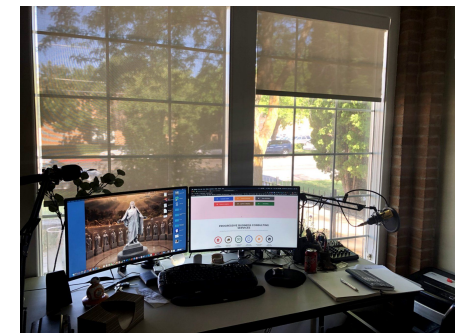
- Quiet space
 - Home office
 - Kitchen counter
 - Dining room, etc.



Office Setup

Space for Work

- Keep it Clean
 - Paperwork
 - Writing
- Need Data Access
 - User ID
 - Passwords



Programs Setup

Software

- Required for Work
 - Microsoft Office
 - Internet Browser
 - Employee Mgmt.
 - HR Software



Your All Setup



SUCCESS

Time Management

- **Setting Goals**
 - Make the Time to accomplish goals each day
- **Tracking Goals**
 - Use software like Excel or even paper to track
- **Protect Time**
 - Establish priorities each day
 - No wasted time - It will be easy

Setting Goals



Tracking Goals

Time Management Software

- SmartSheet
- Hive
- Mavenlink
- Monday
- Microsoft Excel



Protecting Time

- **Set Boundaries**
 - Availability
 - Work-time
- **Block Out Time**
 - Calendar (2-hours)
 - Complete Tasks
- **Take Breaks**
 - Schedule daily
- **Meetings**
 - Only if you have to
- **Co-workers**
 - Just say 'No'

PURPOSE

Productivity

- Longer breaks but **more productive for 10 more minutes** each day
- **Work 3 additional weeks annually** because they work 1.4 more days each month
- **29% struggle** with work-life balance, working from home gives them their balance

Performance

- **Improves Performance Measurements**
 - Remote workers are 10%-13% more productive in their homes
- **Work Attire**
 - Wear your typical work clothing (business casual, dress, shirt and tie, etc.)
 - You will stay more focused in the day

PURPOSE

Remote Challenges

- **Overly Stressed During the Workday**
 - 54% of remote workers
 - 49% of office workers
- **High levels of anxiety during the workday**
 - 45% of remote workers
 - 42% of office workers

Remote Challenges

- **Procrastinate on a task until its deadline**
 - 37% of Remote Workers
 - 35% of Office Workers
- **Maintaining relationships is important**
 - 70% interacted with co-workers

Remote Benefits

- **Discussing Non-Work Topics Daily**
 - Office workers an average of 55 minutes
 - Remote workers spent just 29 minutes
- **Managers distract**
 - Office Workers 70 minutes each day
 - Remote workers 10 minutes each day

SUGGESTIONS

Follow Employer Rules

- **Follow Rules**
 - Dress Code Adherence
 - Safeguarding Data and/or Student/Client Information
 - How to Maintain Equipment/Software
 - Anything else they require...

Research

- **Research New Topics**
 - Improve skills, knowledge, and expertise
 - Remote Learning Principles, Techniques and Strategies
 - *STEDI.org* is developing a new course for remote teachers
 - Local State Affiliations and/or Associations
 - Ex: Gardening - [American Public Gardens Association](#)
 - Google Search

Professional Development

- **Where to Turn for Professional Development?**
 - American Association of School Personnel Administrators
 - [AASPA.org](#)
 - The pHCLE certification program is rooted in new professional standards that outline the competencies that human capital leaders should master.

Professional Development

- **Where to Turn for Professional Development?**
 - [STEDI.org](#)
 - Online training courses for substitutes teachers, professional teachers, paraprofessionals & specialists, remote teachers, and parents

Training Development

- **Where to Turn for Training?**
 - Online Providers
 - [MASTERCLASS](#)
 - Learn from the best in the world regarding topics such as Film & TV, Music & Entertainment, Culinary Arts, Writing, Business, Politics & Society, Sports & Games, Design, Photography, Video, Lifestyle, and Science & Technology

Training Development

- **Where to Turn for Training?**

- Online Providers

- LinkedIn Learning

- Features training across the board for most industries such as business, human resources, marketing, sales, leadership, software management and development

RESOURCES

Employer Specific Rules

- **Follow Employer Rules**

- Dress Code Adherence
 - Safeguarding Data and/or Student/Client Information
 - How to Maintain Equipment/Software
 - Anything else they require...

Online Resources

- **Online Resources for Remote Workers**

- A collection of websites to help you with Collaboration, Finances, Mental Health, Communities, Security, and other Online Products
 - Click Link Here

THANK YOU!

Contact Information

Sam Brand

STEDI.org

VP of Sales & Marketing

sam@stedi.org

(801) 205-2103

Links

Work from Home Online Articles

1. <https://www.inc.com/scott-mautz/a-2-year-stanford-study-shows-astonishing-productivity-boost-of-working-from-home.html>
2. <https://www.businessnewsdaily.com/15259-working-from-home-more-productive.html>
3. <https://globalworkplaceanalytics.com/resources/costs-benefits>
4. <https://www.glassdoor.com/research/working-from-home/>
5. <https://www.techwalla.com/13725779/hey-parents-youre-doing-great>