

Work From Home Like A Boss



Presented by
@CaelanHuntress



STELLAR
P L A T F O R M S

caelanhuntress.com/masterclass/wfh-lab/

Work From Home Like A Boss

- ◆ Simple strategies to manage your productivity
- ◆ Communication techniques for remote relationships
- ◆ Balance between work life and home life

Two Different Mindsets



The New Normal

75% of remote workers surveyed by the CDC said that they would prefer to continue working from home for the rest of their career

Work From Home Like A Boss



Work From Home Statistics

12.5 hours wasted per week when working from home

25 hours wasted per week when working in an office

13% higher productivity working from home

MASTERCLASS AGENDA

1. Managing & Measuring Your Own Work
2. Mindset Shifts from Stress to Relaxation
3. Communicating Clear Boundaries With Your Team & Your Family
4. Best Practices for Virtual Meetings and Regular Reports
5. Company Culture Across Continents

Work From Home Toolbox



Caelan Huntress

Working From Home & Homeschooling



Working From Home & Homeschooling



Working From Home & Homeschooling



Mistake #1

1. Overlapping my Work space and time with my Home space and time

Mistake #2

1. Overlapping my Work space and time with my Home space and time
2. Unclear boundaries between Work life and Home life

Mistake #3

1. Overlapping my Work space and time with my Home space and time
2. Unclear boundaries between Work life and Home life
3. No transition ritual to end the day

Transition Ritual



Transition Ritual

1.8 Trillion Minutes

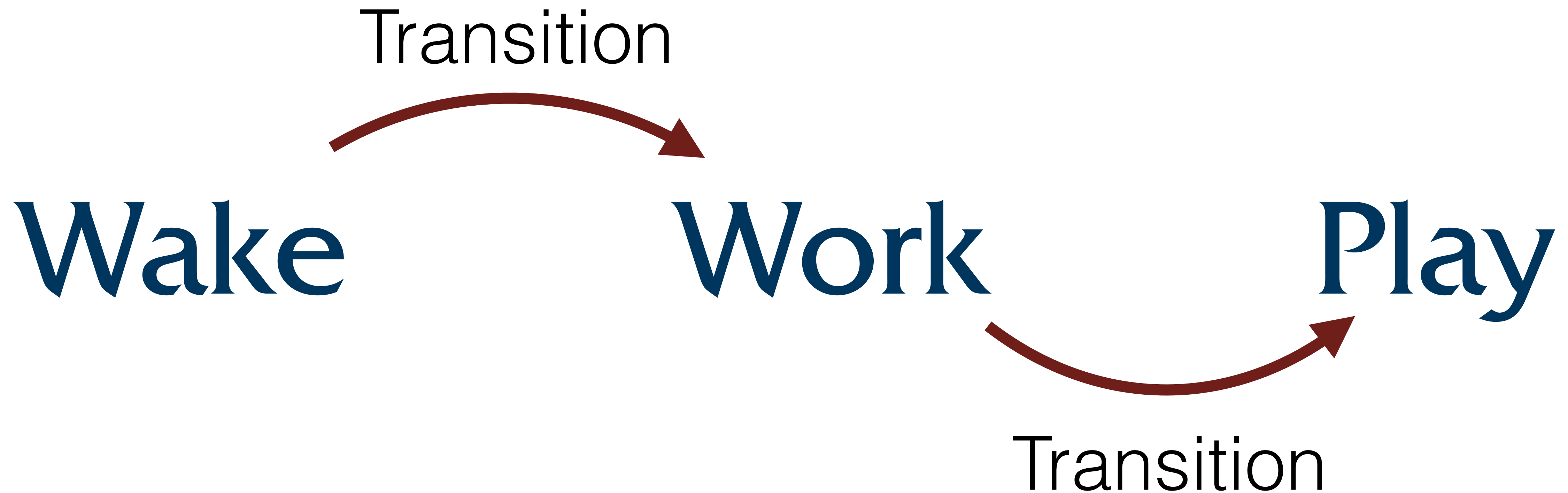


Transition Ritual

1.8 Trillion Minutes
29.6 Billion Hours

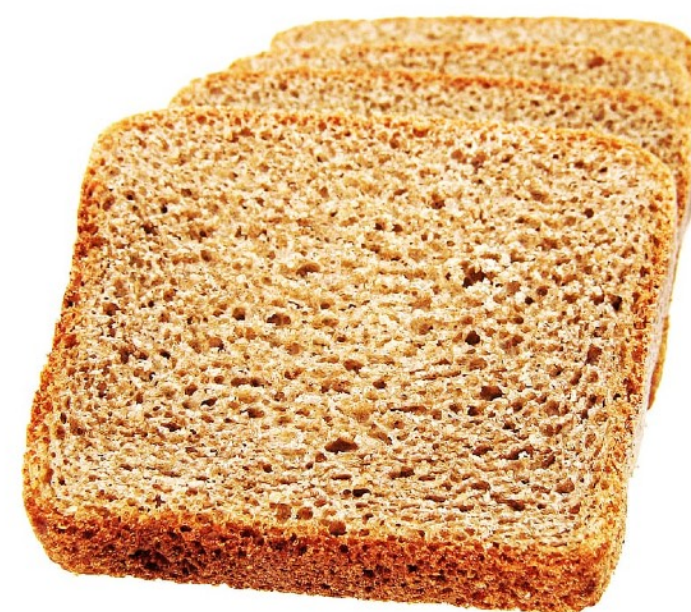


Transition Ritual



Transition Ritual

Work

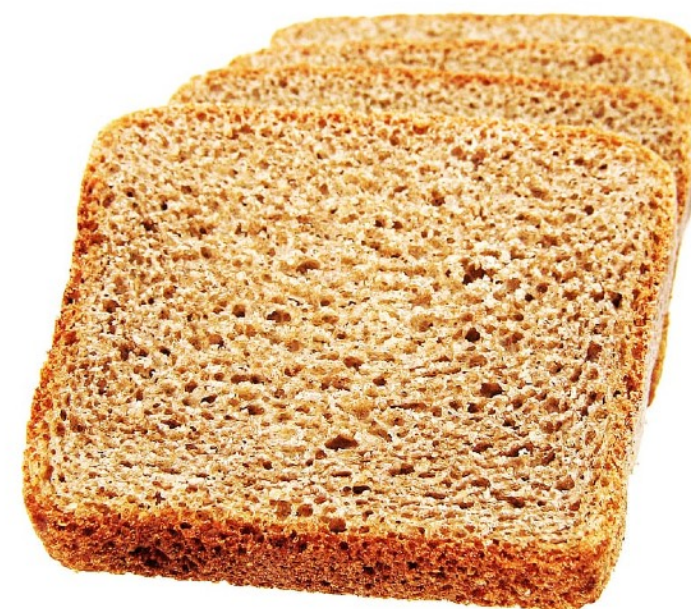


Play

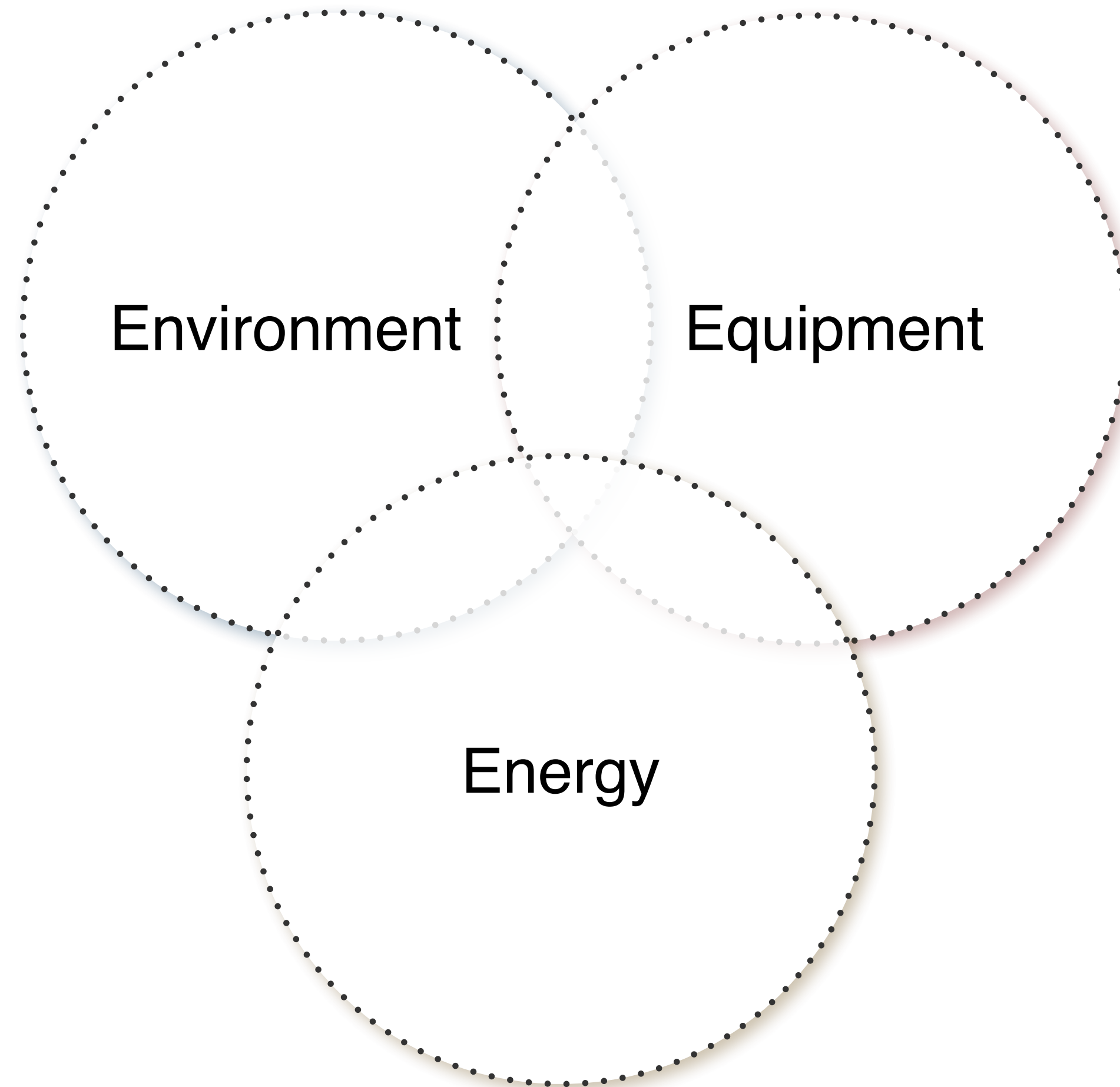


A Tale of Two Sandwiches

1. Grilled Cheese
2. Southern Welsh Rarebit



Working At Home Well



Measuring Your Work

- ◆ Posture
- ◆ Productivity
- ◆ Passion

Measuring Your Work

Setting up your workstation





EXIT

DOOR (CAUTION)
DO NOT
OPEN

DOOR
HANDLE
DO NOT
PULL
TO
FLOOR

CRISTAL
+200

Personal Power-Ups



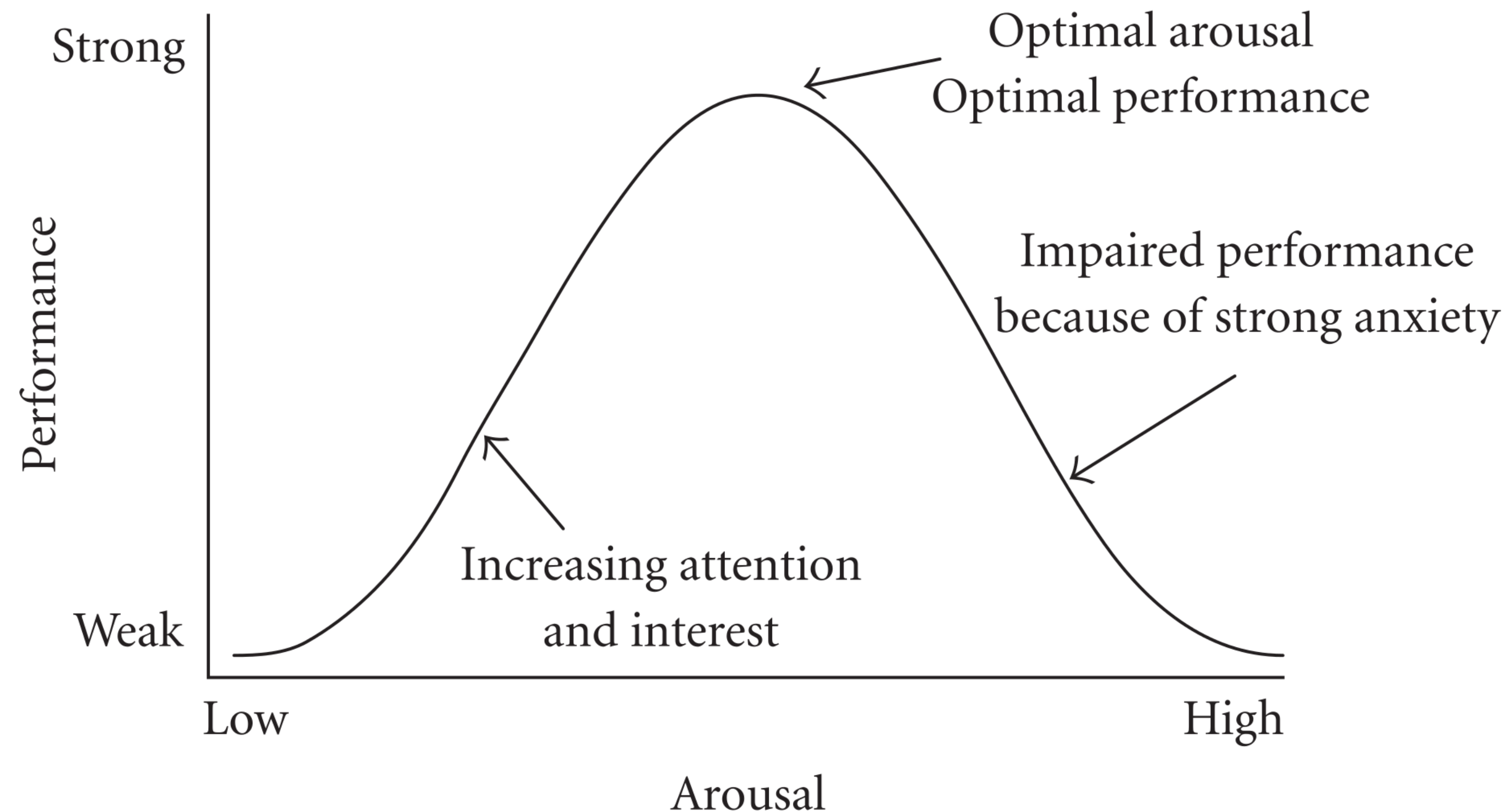
Timer Techniques



Timer Techniques

- ♦ Pomodoro Technique: 25 min / 5 min
- ♦ Ultradian Rhythm: 90 min / 20 min
- ♦ Draugiem results: 52 min / 17 min

Yerkes-Dodson Law



Alternating States

	Stress	Relaxation
Speed	Fast	Slow
Work	Shallow	Deep
Emotion	Anxiety	Flow
Focus	Doing	Being

Alternating States



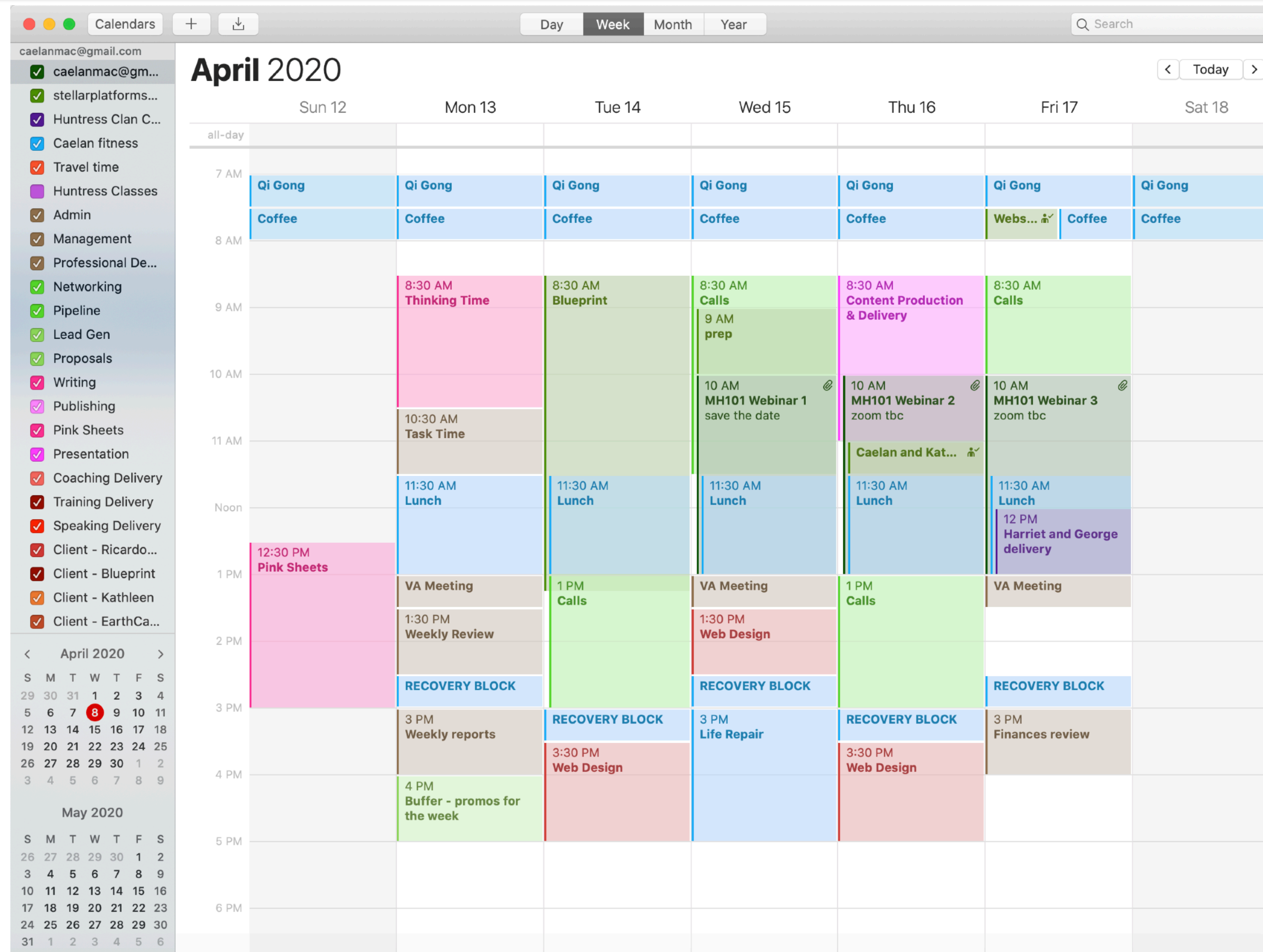
Personal Power-Up List



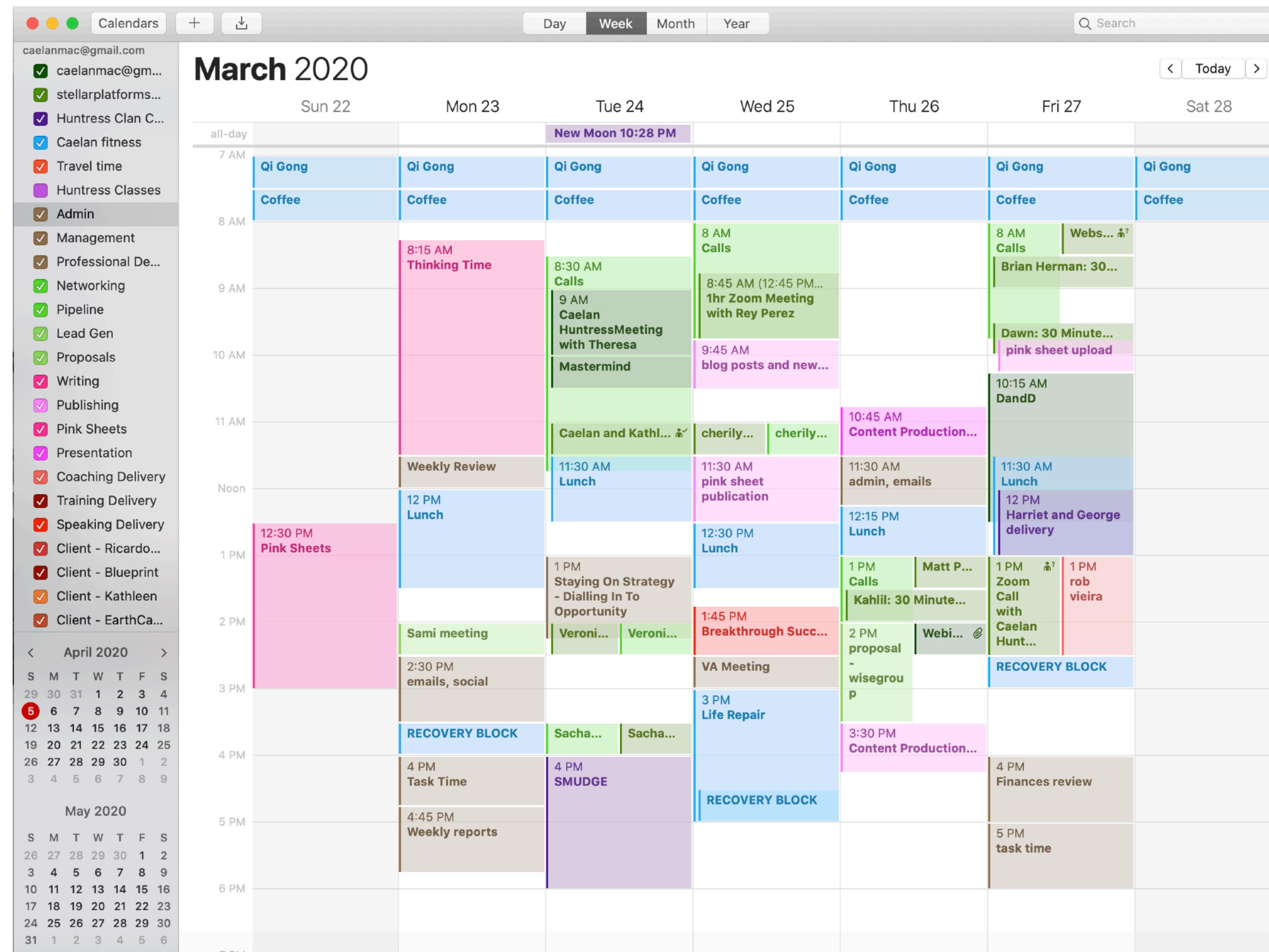
20-Minute Qi Gong



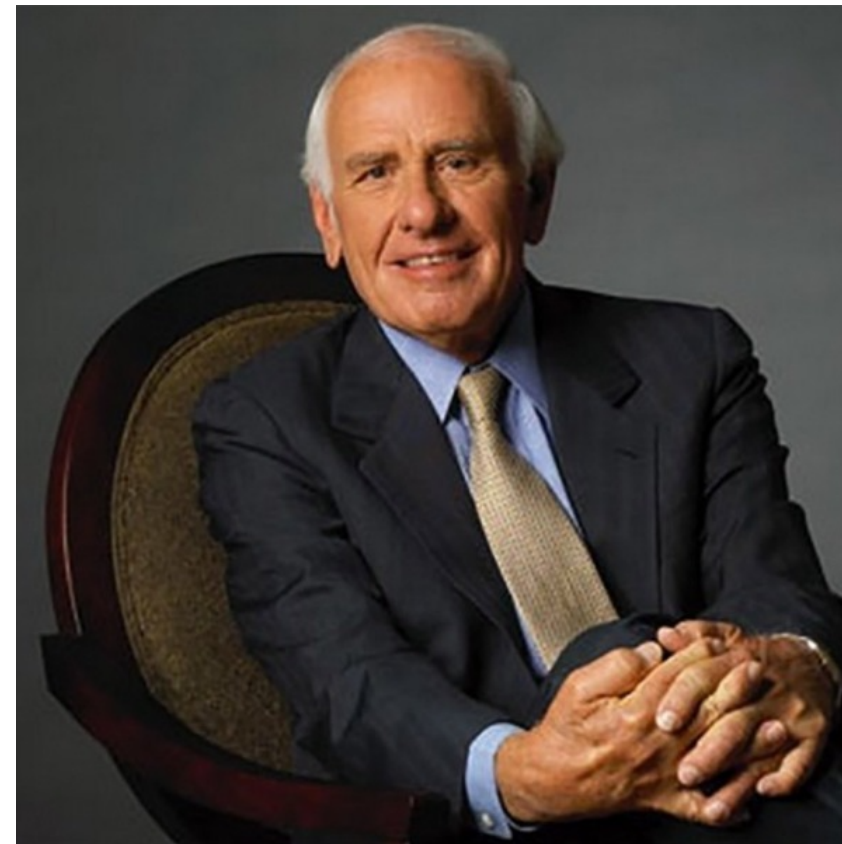
Plan Your Work, Work Your Plan



Plan Your Work, Work Your Plan

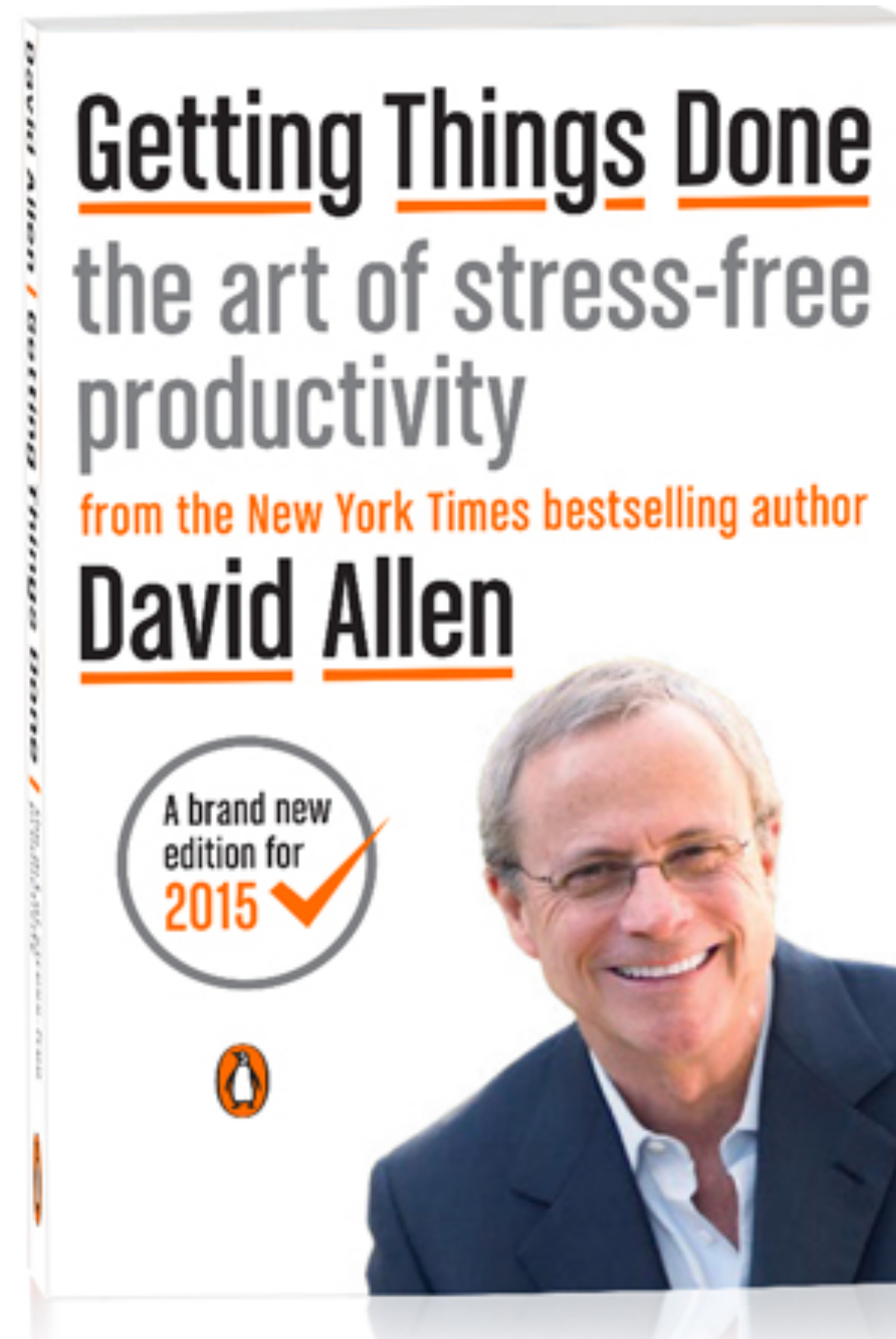


“What gets measured
gets managed.”

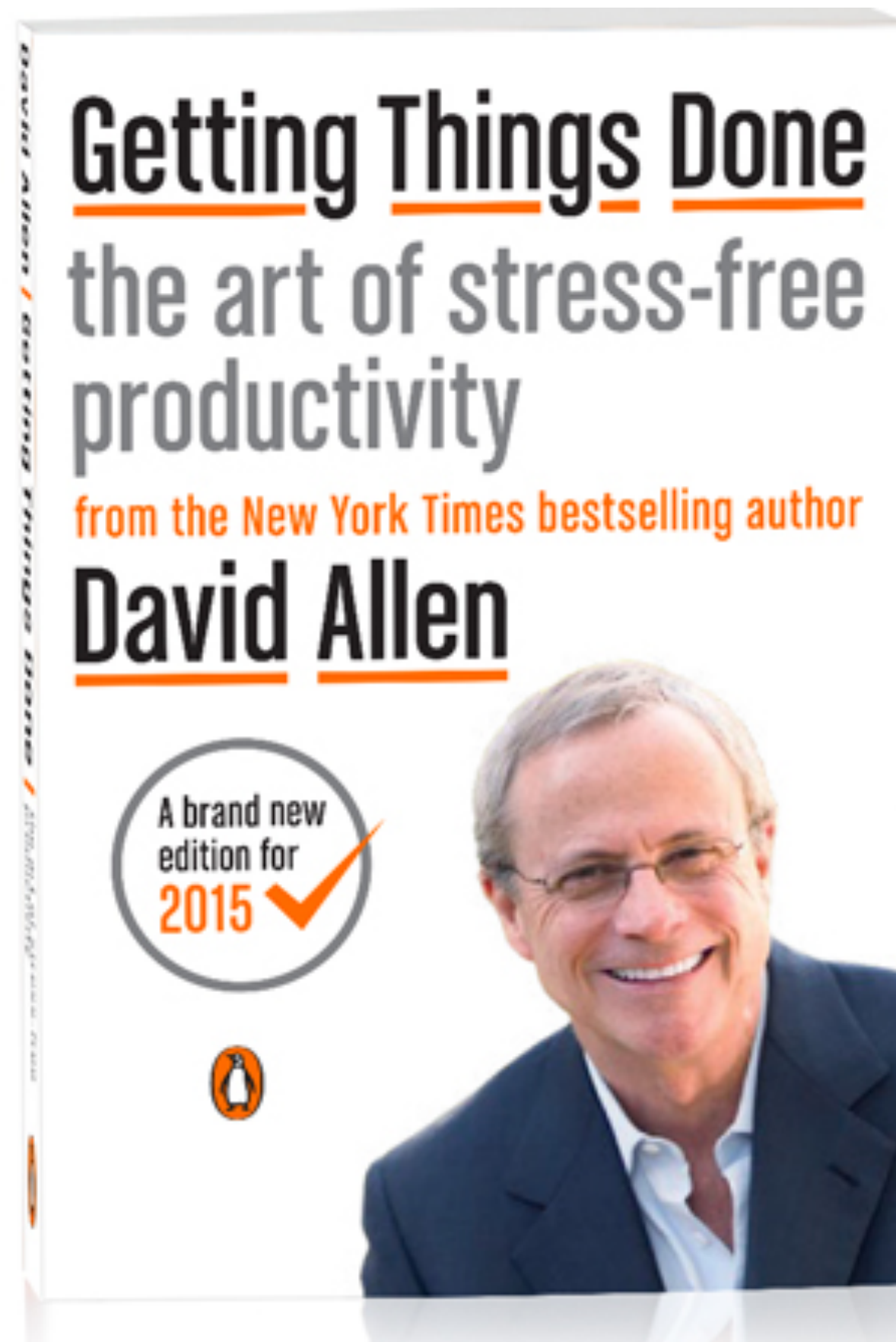


Jim Rohn

GTD Productivity

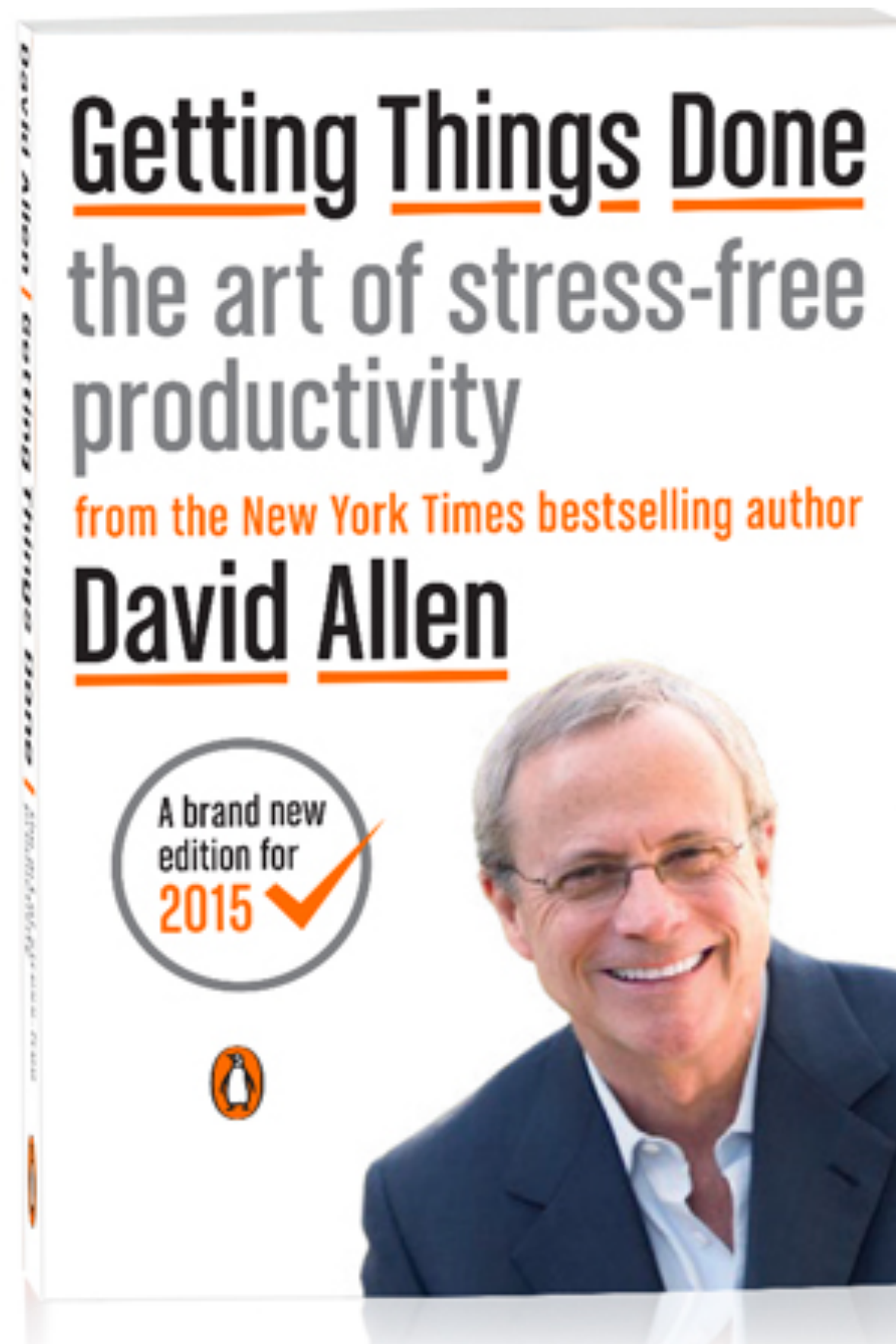


GTD Productivity



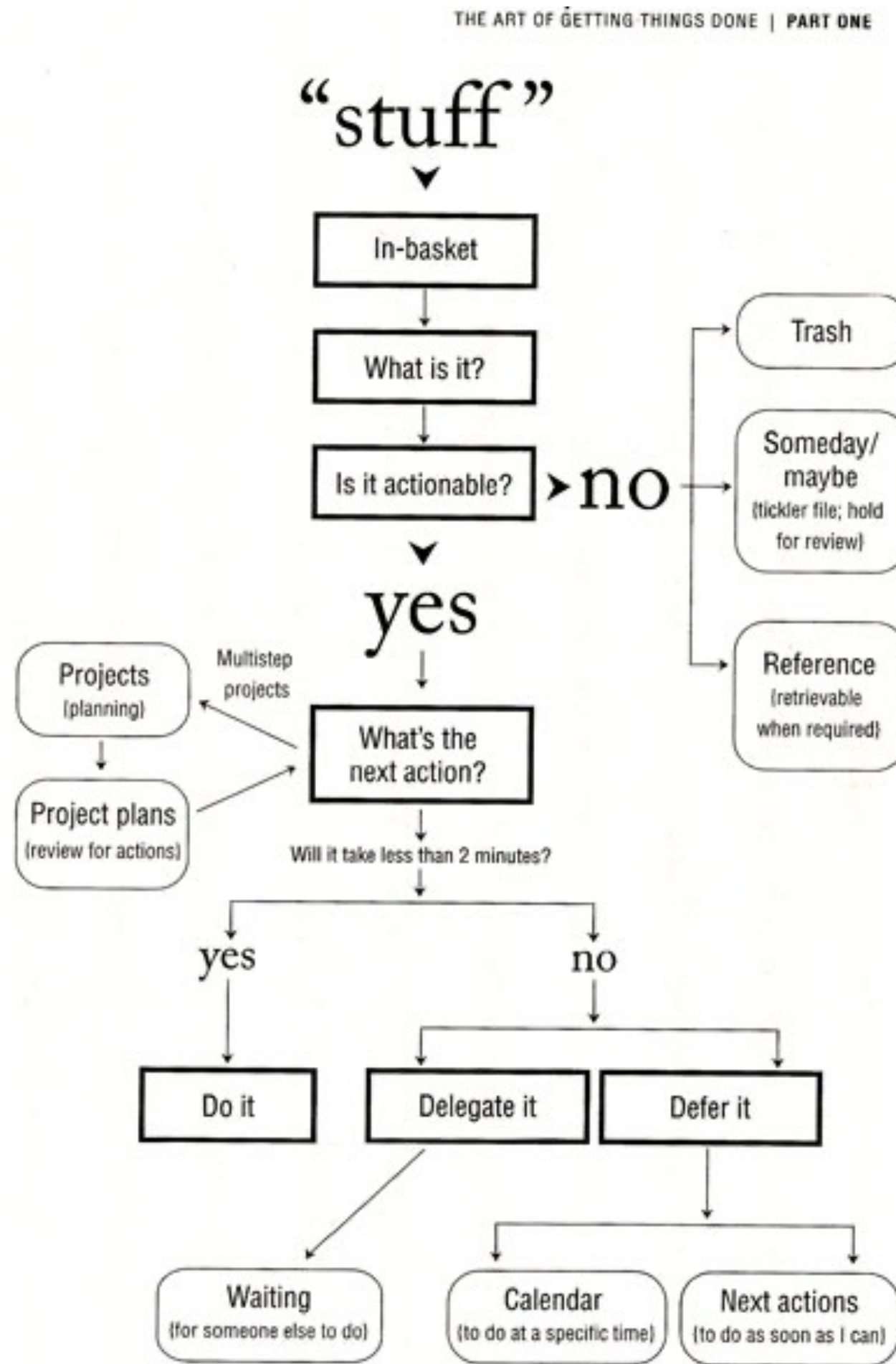
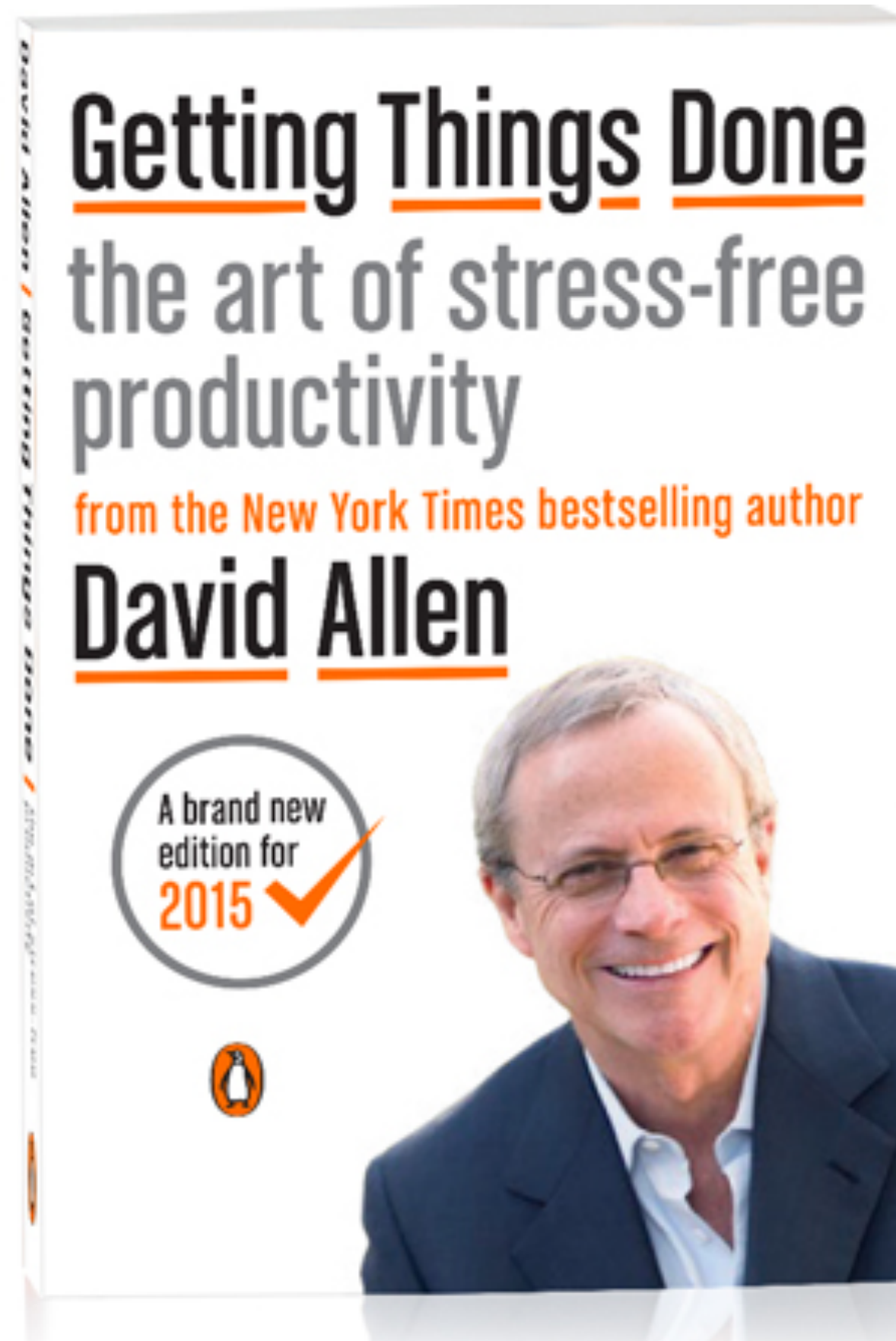
Inbox

GTD Productivity



- ◆ Do it
- ◆ Delegate it
- ◆ Defer it
- ◆ Delete it

GTD Productivity



- ◆ Do it
- ◆ Delegate it
- ◆ Defer it
- ◆ Delete it

What should I do with this?

Can I take the next action?

Yes

No

Yes

***Can I do this
in 2 minutes?***

No

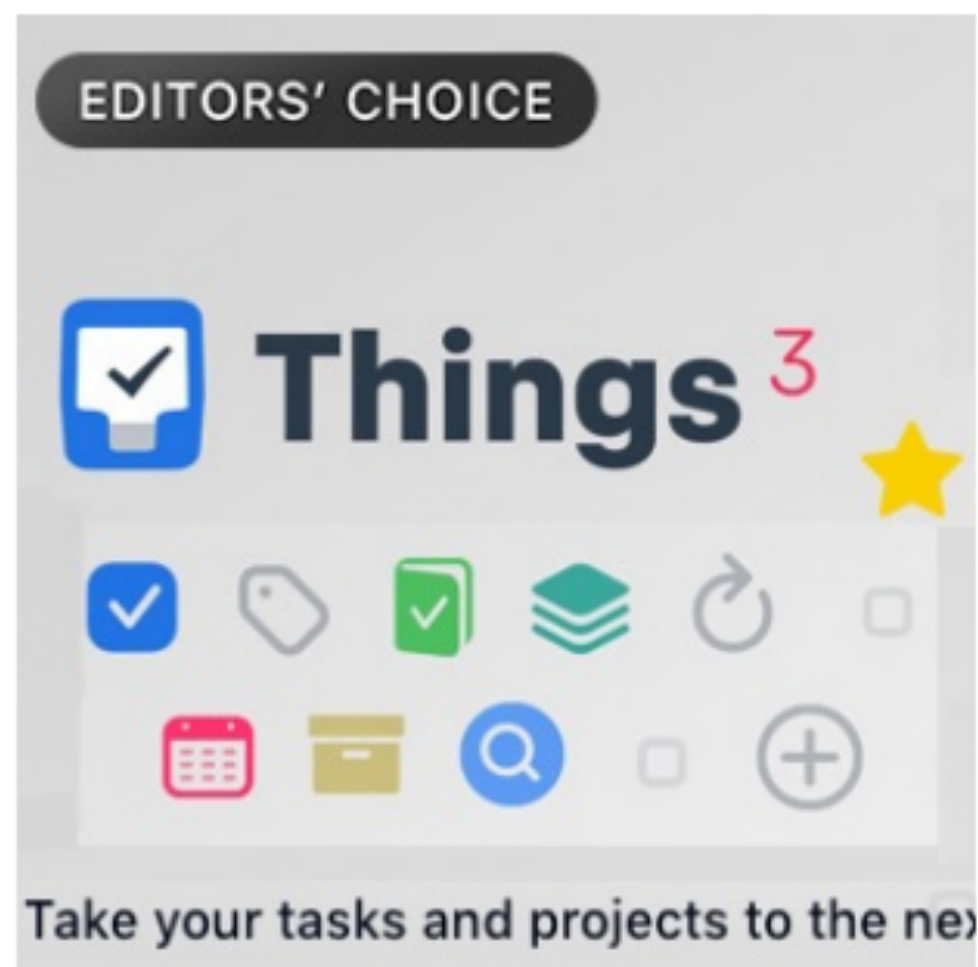
Do It

Delegate It

Defer It

Delete It

GTD apps



“Your mind is for having ideas,
not holding them.”



David Allen

Two Different Mindsets



30,000 Feet vs Ground Level



Two Different Mindsets



Boss

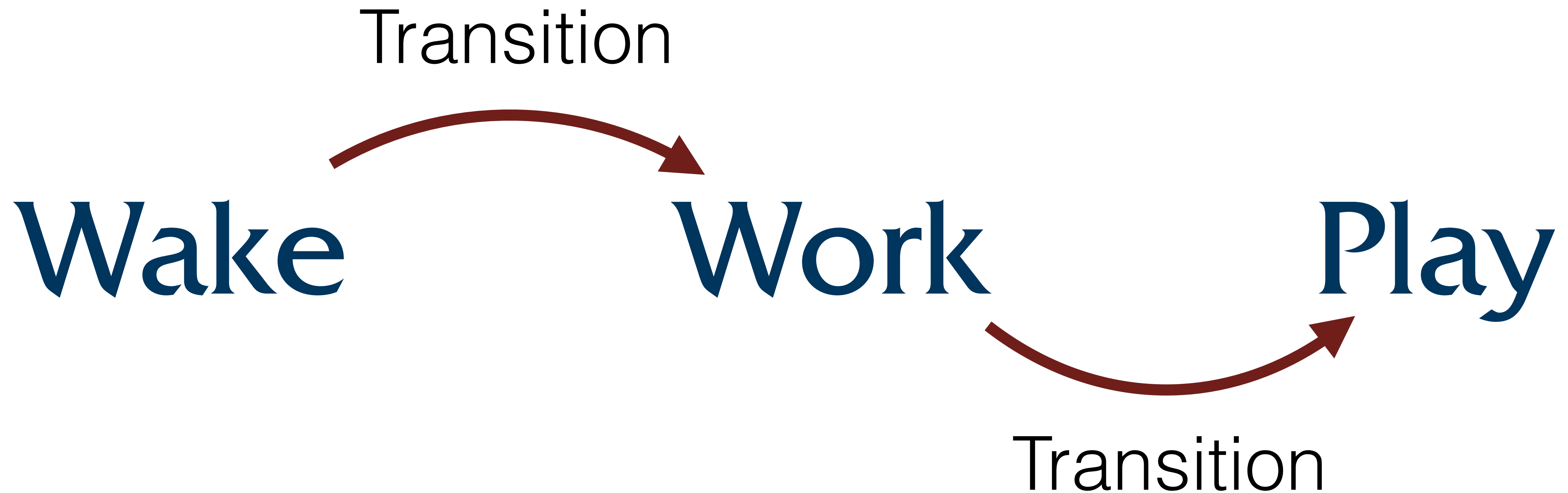


Employee

Goalsetting



Transition Ritual



Goalsetting

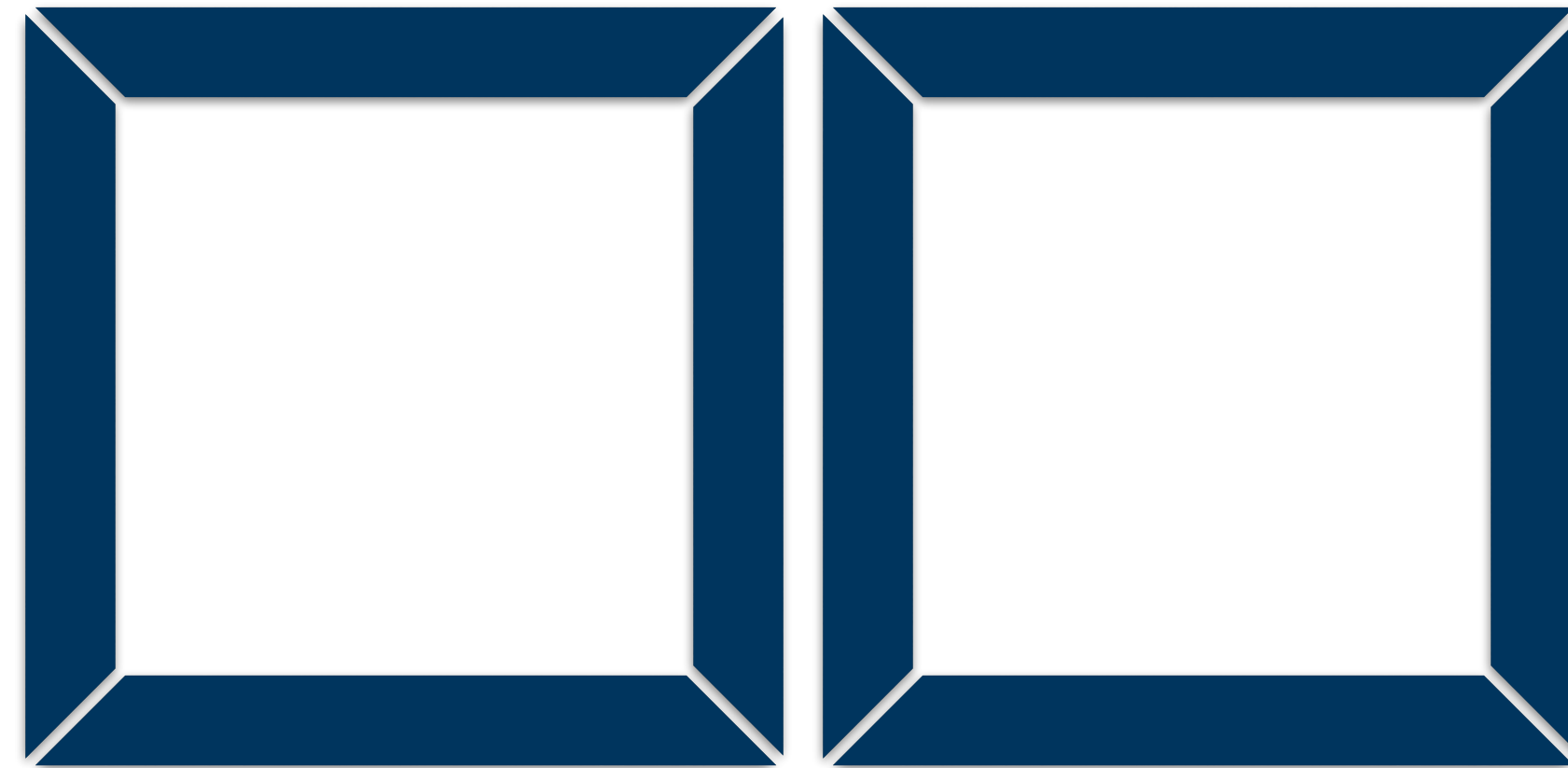


Types Of Goals

Vivid



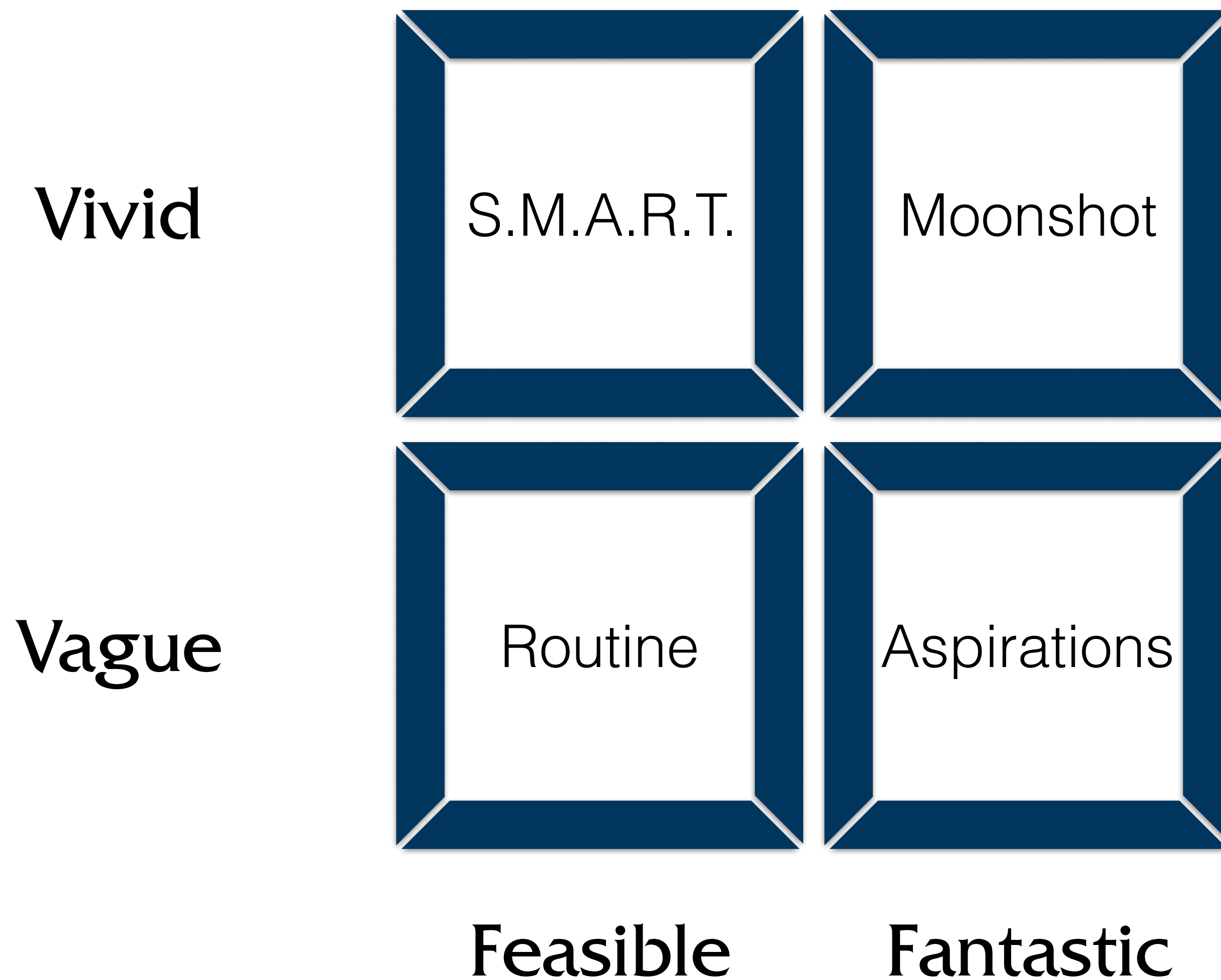
Vague



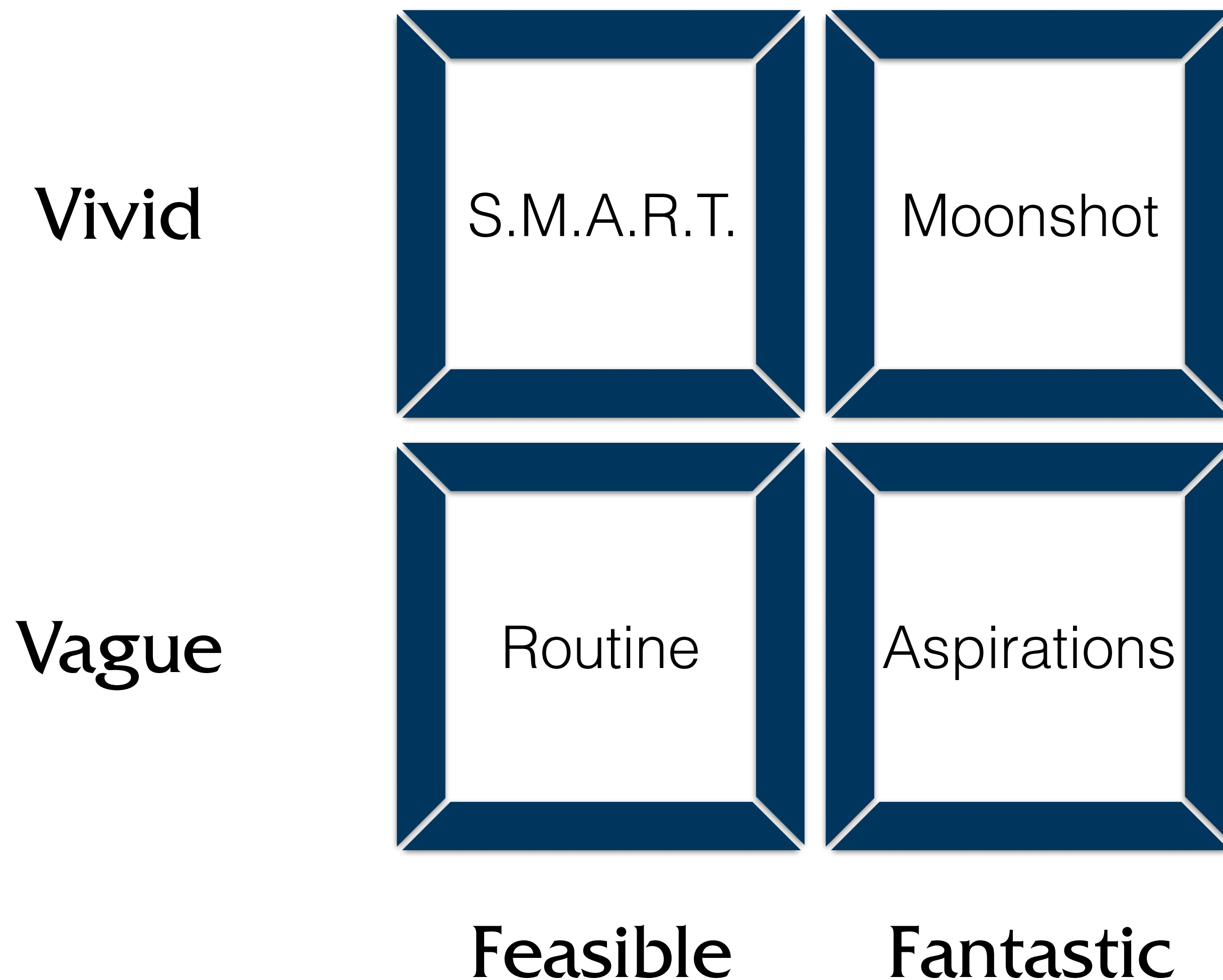
Feasible

Fantastic

Types Of Goals



Types Of Goals



- ♦ Specific
- ♦ Measurable
- ♦ Actionable
- ♦ Relevant
- ♦ Time-bound

Goalsetting



Deep Work vs Shallow Work



Deep Work vs Shallow Work

Deep Work: Professional activities performed in a state of distraction-free concentration that push your cognitive abilities to the limit.

Shallow Work: Noncognitively demanding, logistical-style tasks, often performed while distracted.

Rescue Time

Data from 50k users showed that most employees only spend an average of 38% of their time on their core skills

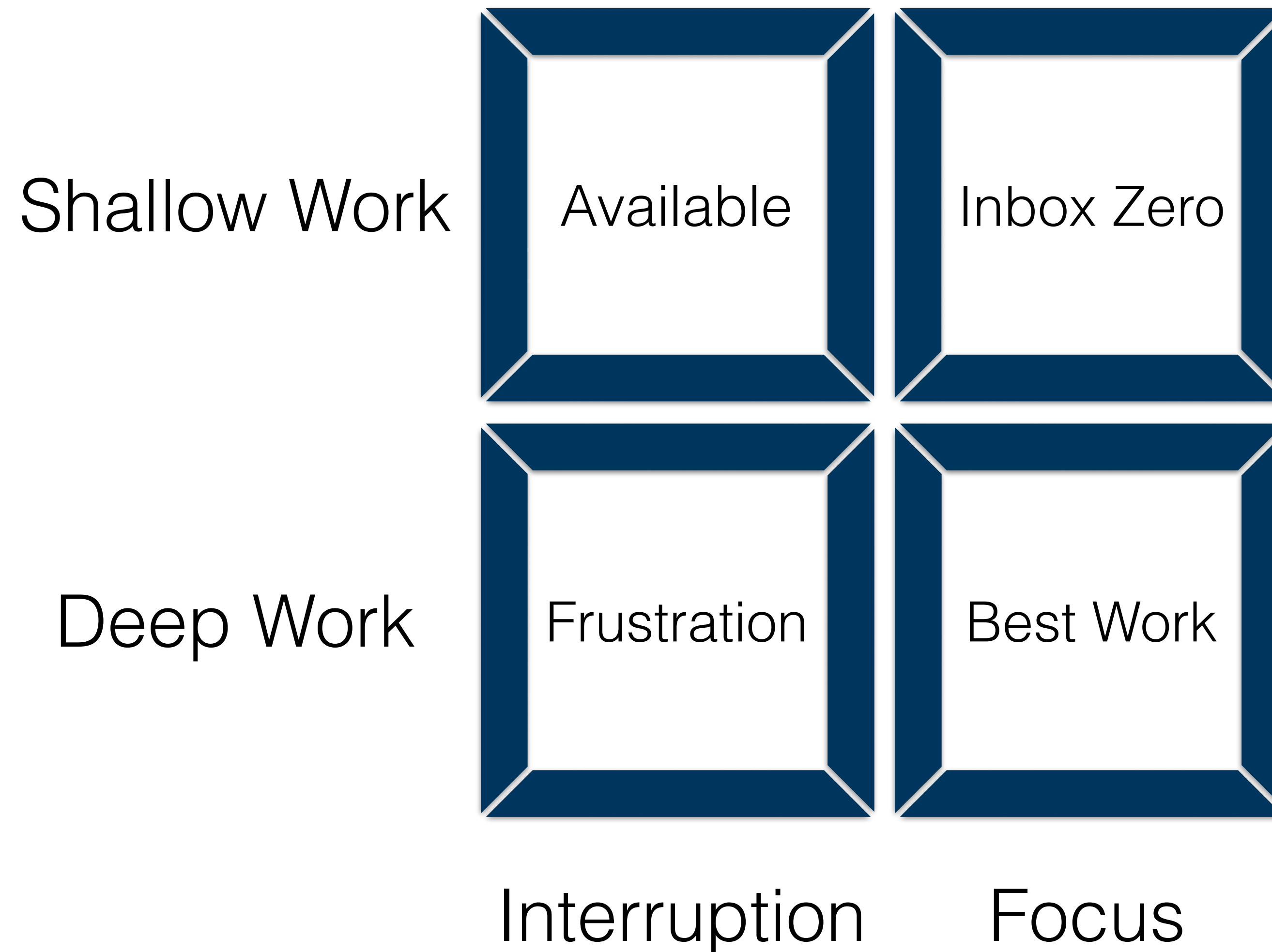
Deep Work vs Shallow Work

	Shallow	Deep
Activities	Responding	Deciding
Expectations	Interruptions	Focus
Goals	Others	Yours

Deep Work vs Shallow Work



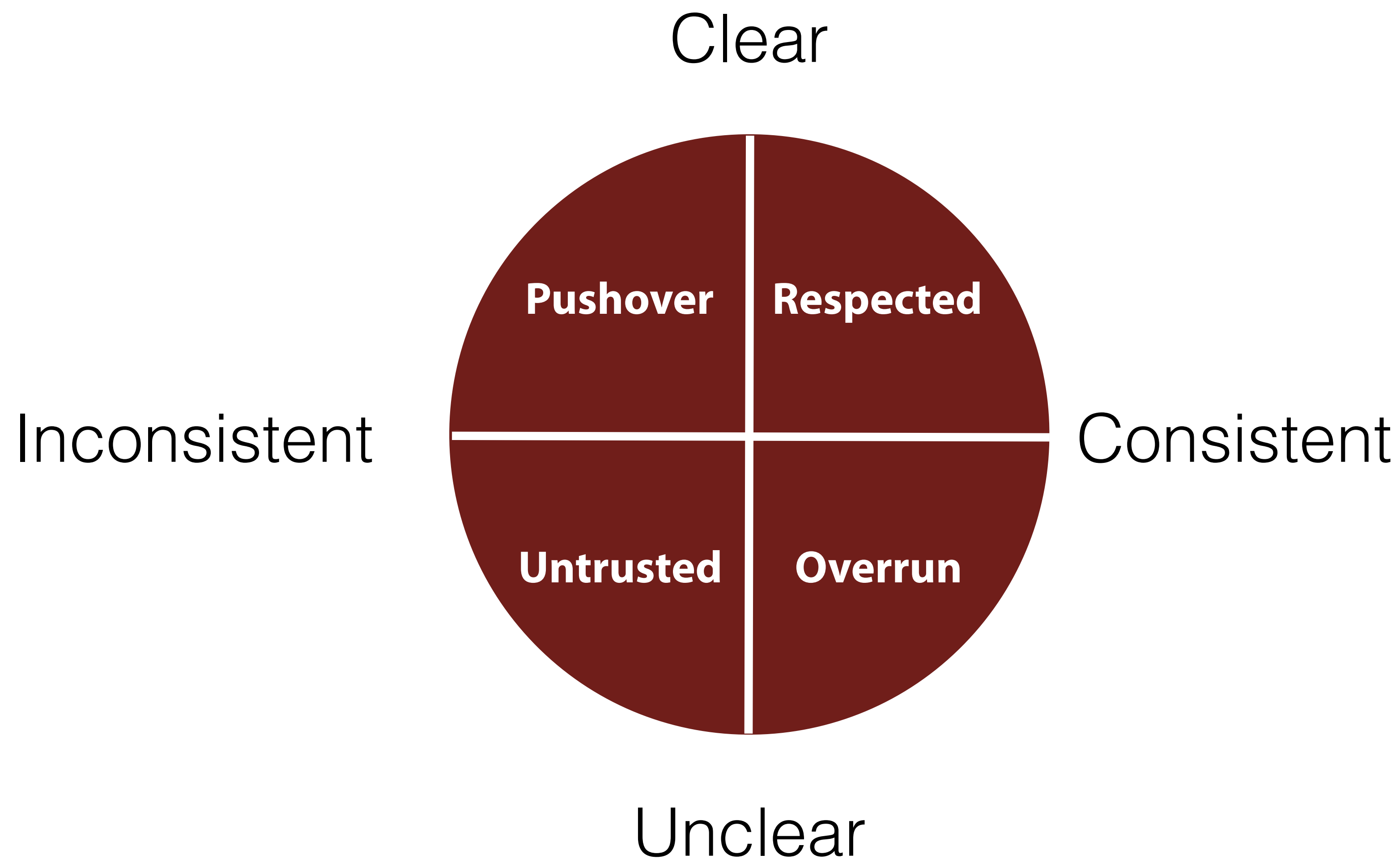
Deep Work vs Shallow Work



Clear Boundaries



Clear Boundaries



Clear Boundaries



Unless I Hear Different.com



WORK **GOOD** AND **FAST** WITH CLIENTS & TEAMS

Learn how it works in less
than 3 minutes.





A simple tip to improve
communication and work
better together!

- * Avoid the humdrum of team
downtime between tasks.
- * Foster a bias for action amongst your
team.
- * Experience the fresh air of a swift-
moving project.

Synchronous vs Asynchronous



Synchronous vs Asynchronous

	Urgent	Important	
Asynchronous			Anytime
Synchronous			Now
	Shallow	Deep	

Brunch, Mr. Wayne?



Don't be the dependency



Virtual Meetings



Best Practices

- ◆ Set an agenda with every invitation
- ◆ Prep with questions beforehand
- ◆ Engage everyone early

Virtual Meetings



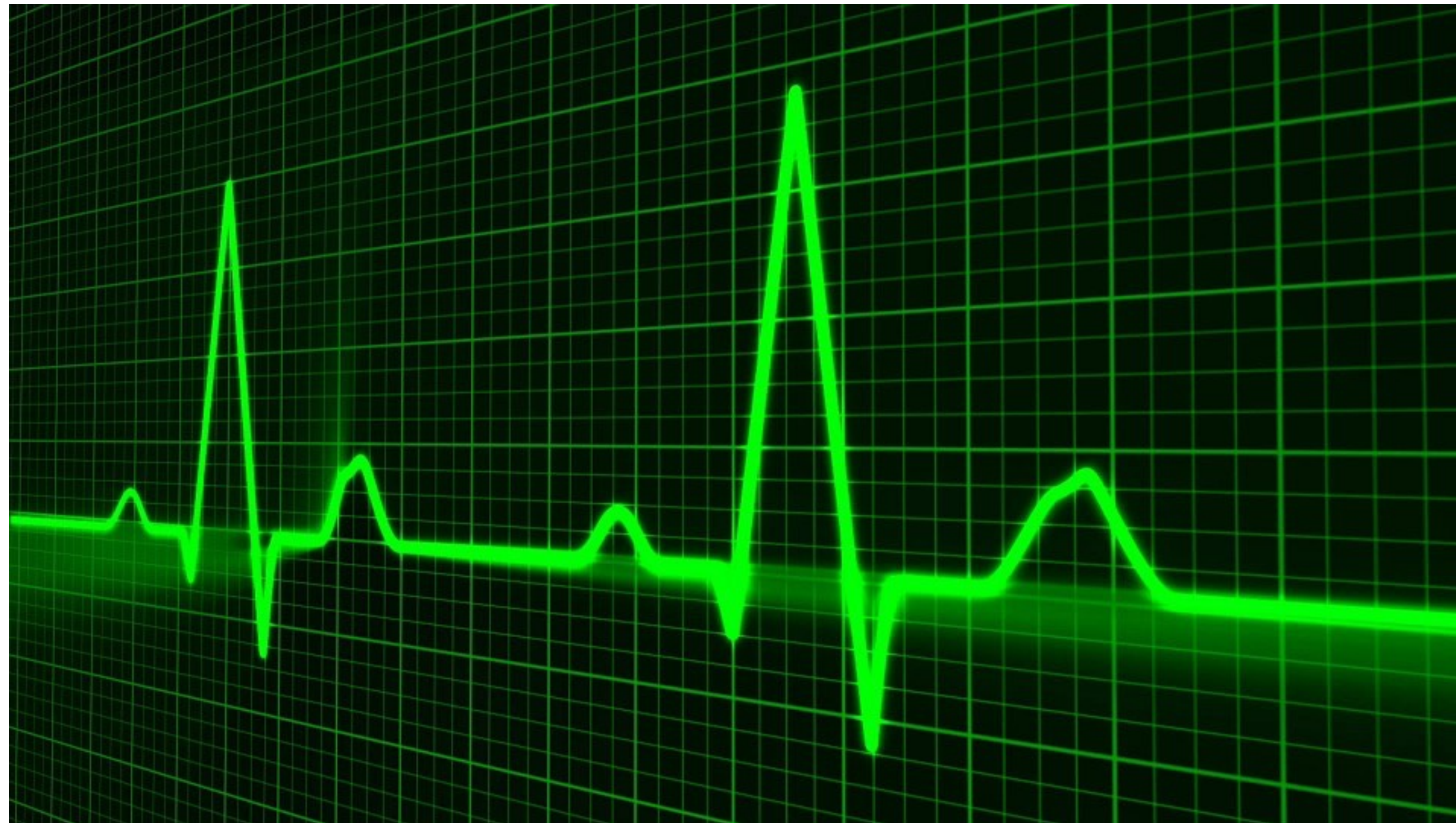
Regular Reports



Regular Reports



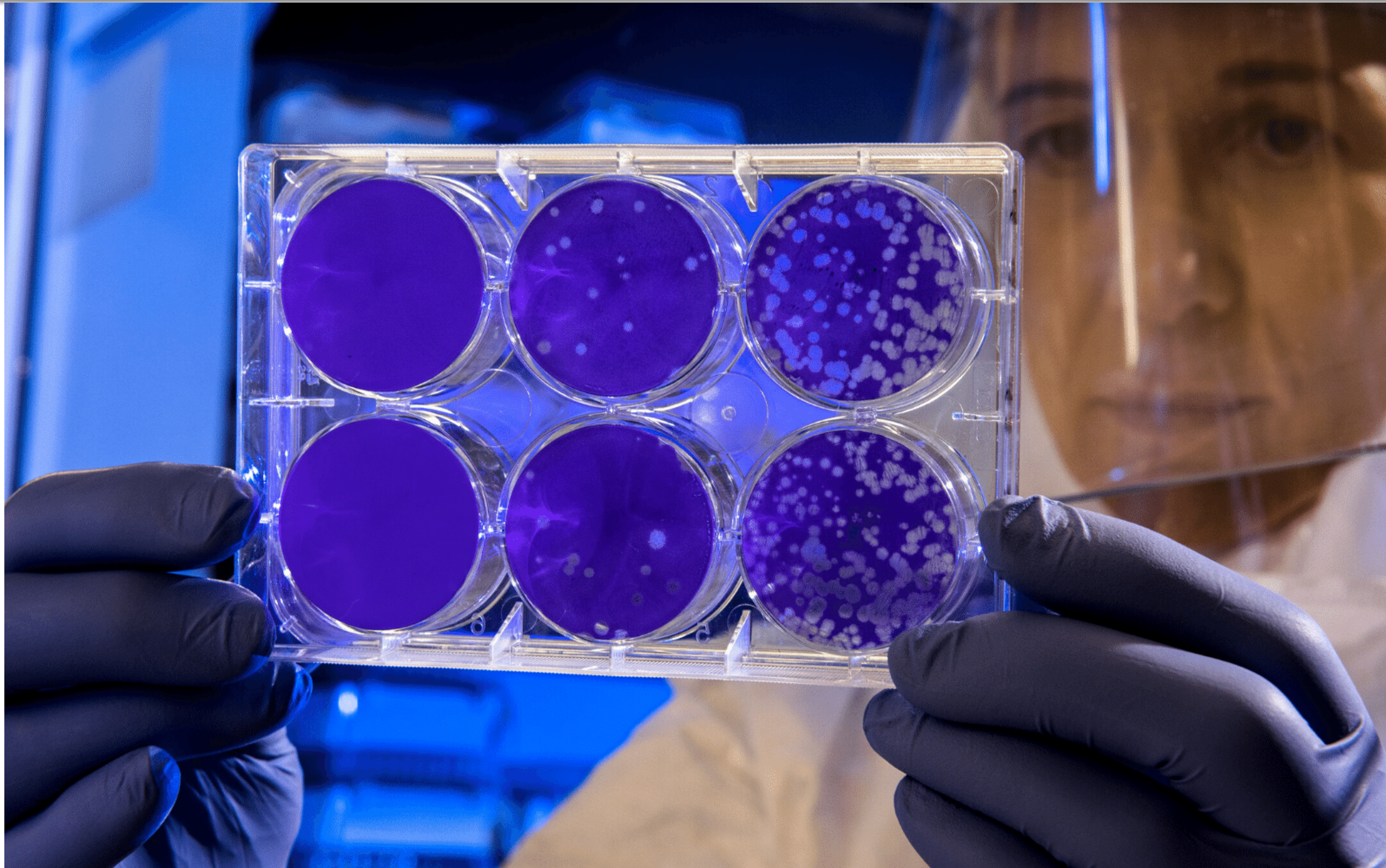
Regular Reports



Regular Reports

	Daily	Weekly	Monthly
Plan	Production	Priorities	Projects
Review	Particulars	Problems	Progress

Team Culture



MASTERCLASS AGENDA

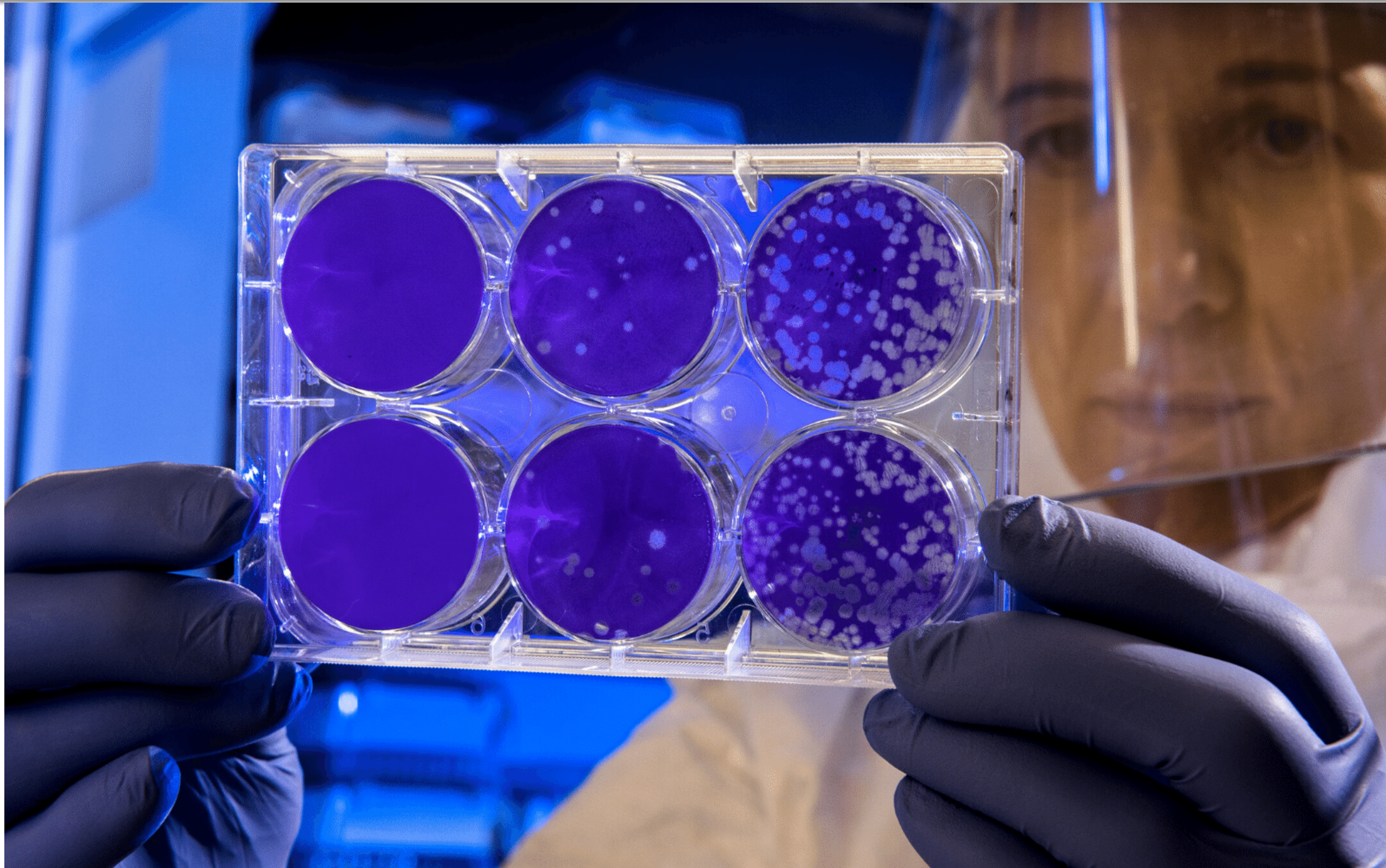
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Caelan Huntress

Remote Culture



Team Culture

Equal

Team Culture

Productive

Equal

Team Culture

Productive

Equal

Resentful

Team Culture

Productive

Equal

Resentful

Deceptive

Team Culture

Proactive

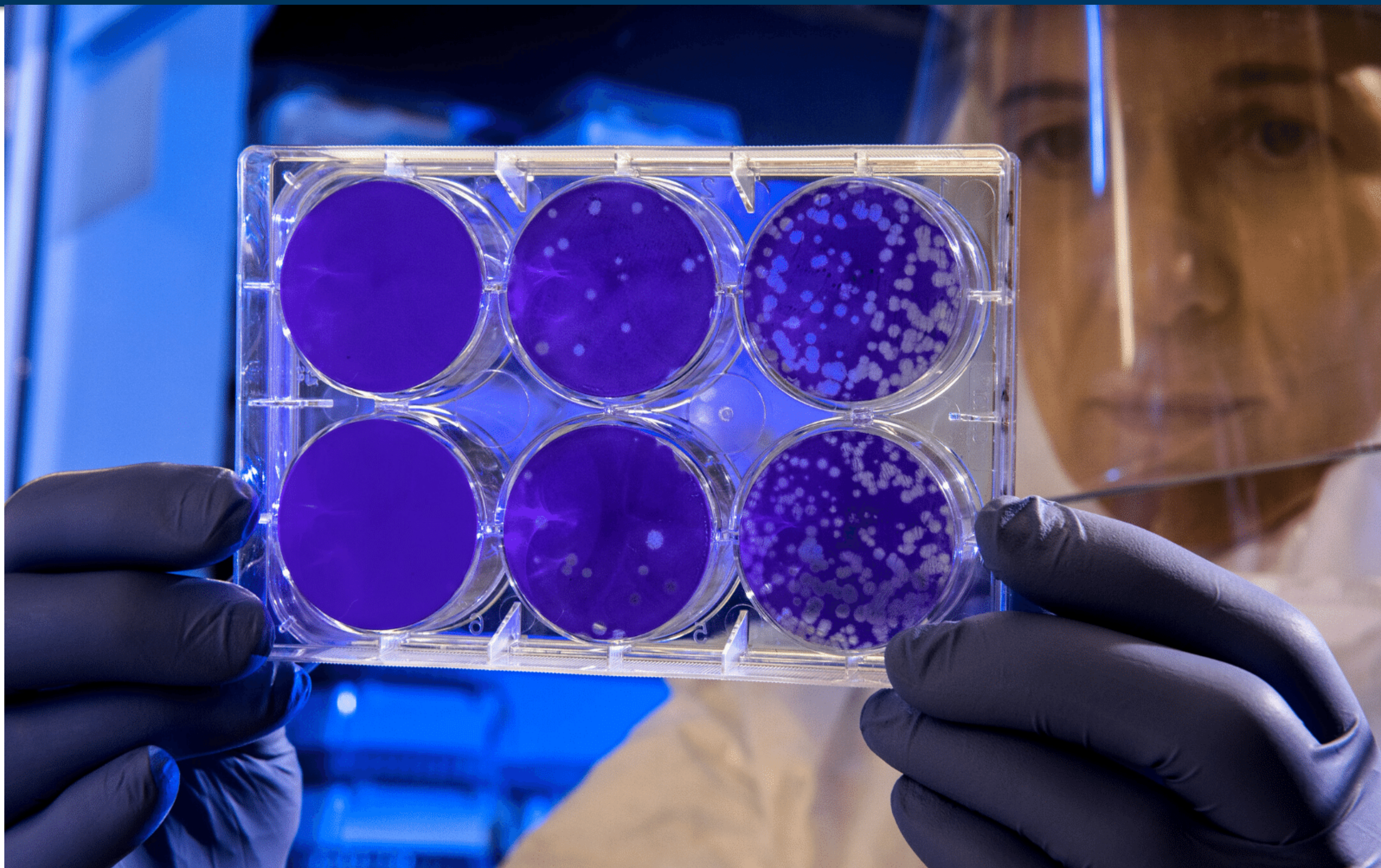
Productive

Equal

Resentful

Deceptive

Remote Culture



Upgrades, Audits, & Overhauls

- ◆ 1-Month Culture Conversion
- ◆ 1-Month Comms Upgrade
- ◆ 1-Day Productivity Workshop
- ◆ 1-1 Coaching & Consulting

“Caelan works really well with visionaries – I speak it, and he makes it happen! His website design for The Aware Show really captured my personality, and his project management skills kept my entire team on track. Caelan is always positive and keeps a positive outlook on life!”



Lisa Garr

Nationally Syndicated Host of The Aware Show

“Caelan was a joy to work with. He has strong organisation skills, and I was able to relax into knowing that Caelan had the ability to produce a good result. It was better than I expected, and he was very positive throughout.”



-Ben Cox
CEO, Holden QiGong

“I highly recommend Caelan Huntress. Caelan & I have been working together for about a year, and the results have been great. I was a hard sell. I looked at a lot of different options, and I felt like Caelan was the best one. He knows every aspect of this business. Working with Caelan has been absolutely fantastic. He is incurably positive, always uptempo, always having a great day, and I cannot recommend him highly enough.”



– Mike Rayburn
National Speakers Association Hall of Fame

“Not only was Caelan highly proficient in his professional skills, but he was also amazing to work with. His positive attitude helped make the project run smoothly and on time. I was impressed by the way he projected integrity in everything he did.”



–James Twyman
New York Times Bestselling Author

Upgrades, Audits, & Overhauls

- ◆ 1-Month Culture Conversion
- ◆ 1-Month Comms Upgrade
- ◆ 1-Day Productivity Workshop
- ◆ Team Training on New Tech

Free 30-Minute Consultation

CaelanHuntress.com/Talk

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