

Remote Work Optimization Challenge

Behavioral Changes

Mental
Triggers

Morning Routine and transition to work: time and sequence of events

Workspace: what goes where

Transition ritual between breaks and work: time and sequence of events

Evening transition from work to personal time: time and sequence of events

Bedtime Routine: time and sequence of events

Task
Scheduling

What broad categories can you divide your usual work tasks into (i.e. emails, calls, research, drafting, reviewing, meetings, presentations, etc.)?

Which tasks are the toughest to accomplish? Require the most focus?

At what time of day do you usually feel most focused?

At what time of time day are you least interrupted?

Colleagues

What should/could you delegate that you are not currently delegating?

What opportunities are you missing out on for collaboration (a.k.a. division of labor)?

What opportunities do you have to co-work with your colleagues and/friends as if in the office? Tasks? Time of day?

Children &
Family

What should you delegate that you are not currently delegating?

What opportunities are you missing out on for collaboration (a.k.a. division of labor)?

What opportunities do you have to co-work with your children and/or family as if in the office? Tasks? Time of day?

Self-care

What opportunities for physical movement are available? 3 minutes of stretching whenever you stand up from computer or as part of your morning or evening routine? 30-minute cardio during midday break or before dinner?

Where and when can you engage with nature near or inside your home? Park? Backyard garden? Houseplants? Saturday afternoon hike? Usual time of day?

When is a reasonable time to consume news and/or social media? For how long? (instead of randomly throughout the day as a way to avoid what you don't want to do).

How much scrolling and/or unproductive news consumption time could you replace with physical movement or engagement with nature?

Mindset Changes

Feeling	Event	Thought	Thinking Error Label

What are these thoughts based on? Observable evidence? What’s going on in the present? A past hurtful experience? Fear or reality?

How are these thoughts keeping you from making helpful choices?

How are these thoughts helping you avoid a feeling you don’t want to feel?