

# Remote Teams Focus Kit

“Doing things is not the same as getting things done.” - Jared Silver

## A Productivity Approach Based on the Masters:

Working from home can lead to enhanced productivity but it can also lead to distractions. The most successful people and teams use systems to help them keep on track. In this Remote Teams Focus Kit, we are sharing our simple steps for staying focused and highly productive. These practices are based on the teachings of some of the best-known leadership gurus.

### QUICK TIPS:

1. Work near a window | A room with a view will not only increase your ability to focus, but its calming affects can reduce blood pressure as well as the circulation of stress hormones. According to [Psychology Today Article](#) workers with a pleasant view are shown to be 6-12 % more productive, and on average perform 10-25% better in mental function and memory recall than their viewless counterparts.

No window? No problem! Set up your workspace with your back to the wall, and a view of any door or window.

2. Create structure and boundaries with family: set clear work area boundaries and office hours. Coming out of work focus for 3 seconds can take as many as 15 minutes to get back into our task.
3. Take short breaks, and take a notebook with you to jot down flowing ideas.
4. Create a rewards system for yourself.
5. Stay off social media!
6. Check-In with co-workers daily.
7. Work together. Webcam chat platforms like MS Teams can help simulate an in-person team experience. We've enjoyed all being on a team webcam for a teamwork tasking block of time once per day.



Being able to see our surroundings creates comfort and has also proven to increase productivity.

## AN APPROACH BASED ON THE MASTERS:

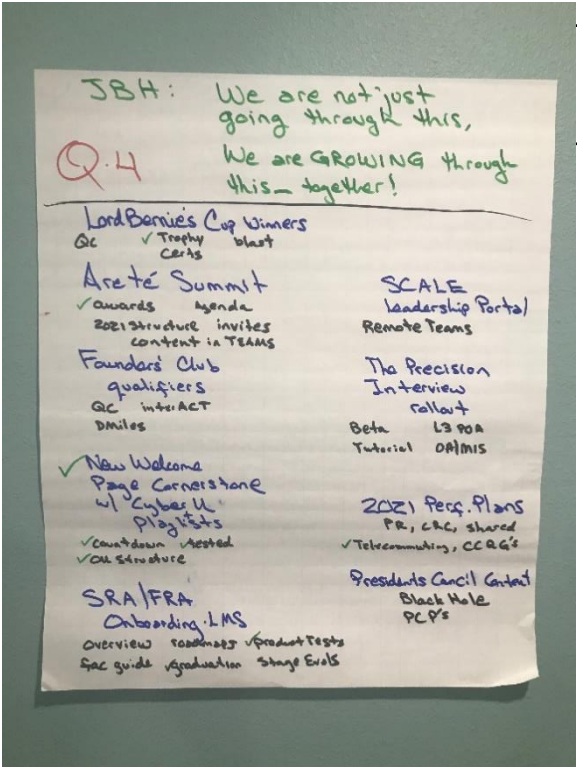
In the pages to follow, we are sharing our own practices for staying focused and highly productive. These practices are based off the teachings of some of the best-known leadership gurus. If you'd instead like to have an all-in-one focus tool, you can skip to our masterful planners right here:

[Weekly Plan Template](#)

[Quarterly Plan for Leaders](#)

[Quarterly Plan for Staff](#)

## STEP ONE: KEEP YOUR PURPOSE AND TOP GOALS VISUAL

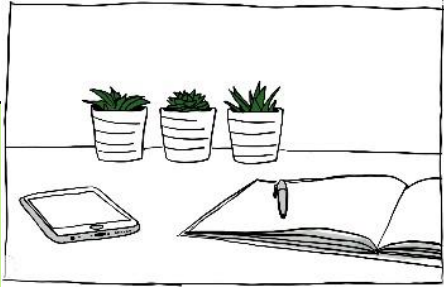


Based on the **Seinfeld Method** and **Top Goal Method**. We all need reminders of what we are working towards.

Whether it's providing for family, serving others or growing your organization, ask yourself: *"what's in it for me (WIFM) when I'm successful, have an awesome day, and complete this goal?"*

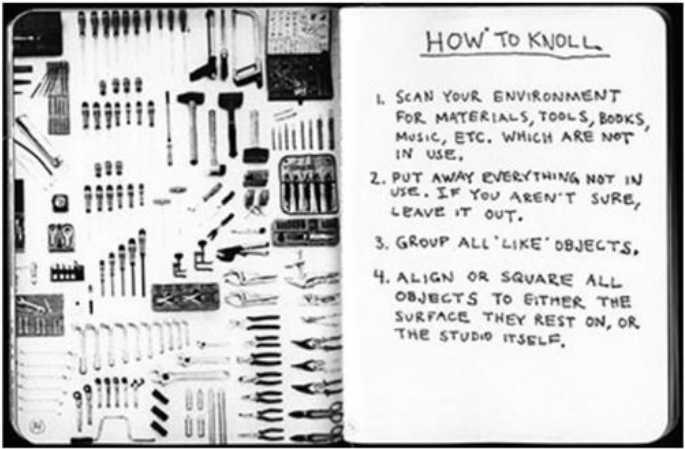
Place visual reminders of your purpose around you to help you stay motivated and focused. Whiteboards, tear sheets, Post-it notes, photos, anything visual goes. Calendar when you will work on them and enjoy putting an X or check mark for every completion or everyday you work towards your goal.

## STEP TWO: ALWAYS BE KNOLLING YOUR WORKSPACE



Everything has a place, and the rest is out of the way.

Invented by **Andrew Kromelow**, "**Knolling**" is a way of organizing a space that reduces clutter and creates a clean, visually appealing aesthetic. The practice involves grouping similar objects and placing them at right angles. This ensures that everything can be seen, categorized, and accounted for.



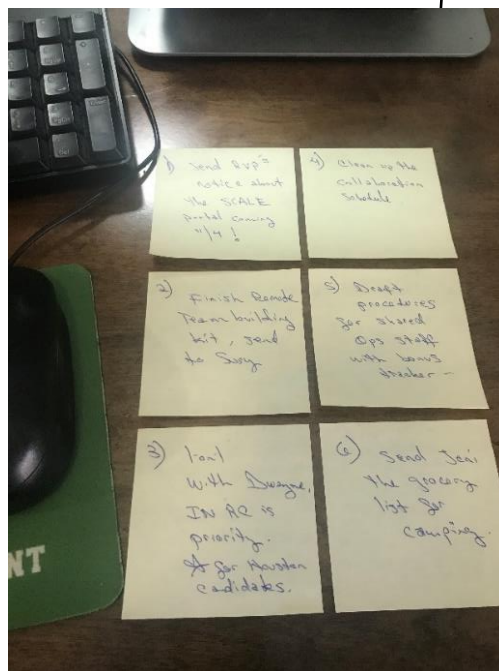
Pages from Tom Sachs' studio manual, "Ten Bullets."

## STEP THREE:

### DAILY PLANNING TICK-SHEET STYLE

Based on efficiency expert **Ivy Lee's "\$25,000 Idea"** which Charles Schwab credited for making him the biggest steel producer in the world at the time.

1. Write down the six most important tasks you have to do tomorrow in order of their importance. The first thing tomorrow morning look at item one and start working on it until it is finished. When considering what your top tasks are, don't forget to consider what your boss and staff hope you are doing.
2. Then tackle your second most important task in the same way; and so on. Don't be concerned if you have only finished one or two. Take care of emergencies and outreach, but then get back to working on the most important items. Rollover unfinished tasks to the next day.
3. We also recommend including personal tasks, family and friend reminders, and acts of gratitude into daily planning.
4. Set up alerts to remind you to stop twice a day to re-focus.
5. Use visual aids like a whiteboard, tear sheet, daily planner, Post-its you can toss, or a fun tick-sheet, to help you bring your attention back to your intentions of the day – it's easy to get distracted!



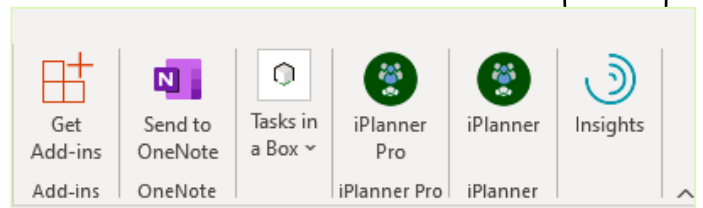
## STEP FOUR: RAPID "KANBAN" EMAIL

Originally created by **former US President Eisenhower** and popularized by Author **Stephen Covey** in **Seven Habits of Highly Effective People**, The Eisenhower Principle / Urgency Matrix helps users manage email more effectively by attacking the most urgent and important thing first and getting the rest placed elsewhere away from the inbox.

### The Eisenhower Matrix



Outlook Add-ins like Tasks-in-a-box and iPlanner allow you to create tasks out of email, which makes it possible to receive alerts and task lists at a time you are ready to tackle them.



## PUTTING IT ALL TOGETHER:

If you would like to have an all-in-one focus tool, applying these practices, this Weekly Plan Template is awesome!

[Weekly Plan Template](#)

**Weekly Plan**

Your Name + Key objective this week:  Remind yourself what you are working for:

Each morning, prioritize your day based on your daily top 6 tasks. Work on it until it's finished. Then move on to the next one. If an emergency interrupt you, keep coming back to this list to refocus your priorities. It is OK if you don't complete all 6 that day. At the end of the day, take a moment to select your 6 tasks for the following day.

**Consider the following when creating your weekly plan:**

Administration	Wellbeing and Family Matters	Rapid Email
<ul style="list-style-type: none"> <li>• Carryover</li> <li>• Free your boss/staff</li> <li>• Pre-scheduled meetings</li> <li>• Goals/Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Replies/invites</li> <li>• Data entry</li> <li>• Updating Planners</li> <li>• Unroll the workstation</li> </ul>	<ul style="list-style-type: none"> <li>• Thanks/To-do</li> <li>• Congratulations</li> <li>• Gratitude</li> <li>• Keep-in touch</li> </ul>

	Mon	Tues	Wed	Thur	Fri
1.	1.		1.	1.	1.
2.	2.		2.	2.	2.
3.	3.		3.	3.	3.
4.	4.		4.	4.	4.
5.	5.		5.	5.	5.
6.	6.		6.	6.	6.

**BONUS:**  
MORE GOOD RESOURCES

**Hyperfocus** By Chris Bailey  
[Ted Talk](#)

[Hyperfocus Book Video Summary](#)

**BRAIN.FM**

Featured in Forbes, Vice and NBC News, BrainFM promises to boost productivity and focus with the simple listen of their “scientifically backed” “Functional Music”. <https://www.brain.fm/>



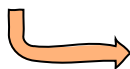
**TO DO-IST QUIZ**

This quiz will help you figure some of the above and others out!



[Click Here for the Quiz](#)

**SPICA'S ULTIMATE LIST OF TIME MANAGEMENT**



[Click Here for the List](#)

