

Remote Working: How to Succeed in the New Workplace

Course ebook

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Introduction: Why work remotely?

The world of work is changing. The traditional 9 to 5 office environment is becoming a thing of the past as more and more firms are adopting a more flexible work culture, where remote working is commonplace

One reason for the rise of remote working is, of course, technology. Wifi spots are abundant and upload and download speeds are getting faster as we speak - making staying in touch with colleagues remotely people cheap and definitely easy.

Online applications and cloud computing are also becoming ever more sophisticated. And can fulfil all the roles our old, office-bound, desktop did.

In fact, some companies now work entirely remotely. One company, Auth0, only brings its workforce together once a year for a break at a retreat. Otherwise, Auth0's people work from wherever they wish.

So what *are* the benefits of remote working? Obviously, employers save money on real estate and operating costs.

Likewise, their employees save money when they work remotely. A recent report suggested the average UK employee will spend £135,000 on commuting over the course of their life. The average worker spends thousands more each year on lunch at the office, not to mention forking out cash to conform to an office dress code.

Probably the most attractive benefit of remote working is the flexibility. But more than that. Many employers now recognise that remote working, if done correctly, makes for happier and more productive employees.

As a remote worker, you have greater control over when and where you work - based on when and where you're happiest and most productive.

On average, office workers lose 86 minutes a day to office distractions. Which means you can get more done in less time.

What's more, the average office worker also typically loses one or two hours a day to the daily commute. In fact, a recent report suggested a typical UK worker will spend a whole year of their lives commuting. What will you do with all that time?

All this flexibility means more time for family and friends, for hobbies and interests, and for taking care of yourself with exercise.

All in all, remote working has the potential to create a healthier, happier you.

Chapter 1: Communication and collaboration

Why effective remote teams communicate more, not less

Not everyone's a fan of remote working. In 2013, Marissa Mayer, the CEO of Yahoo, announced that she was banning remote working at the US internet firm.

In the memo she sent to staff, Mayer gave her reasons for bringing everyone back into the office, saying:

"Some of the best decisions and insights come from hallway and cafeteria discussions, meeting new people, and impromptu team meetings. Speed and quality are often sacrificed when we work from home. We need to be one Yahoo!, and that starts with physically being together.

Mayer made a good point. When you're working remotely, you can't just drop by someone's desk for a catch-up on the project you're doing together.

You also don't get those little social moments that glue you together as a team. You know, the gossip over the water cooler. Or the chats in the kitchen about last night's TV.

Integrating new members of the team can also be more challenging.

But where Mayer missed the mark was in thinking the only way to create those moments is to bring people together physically.

Because those moments can still happen. It's just you need to engineer them and make an extra effort to stay in touch.

Five tips for communicating effectively when working remotely

1. Pick the right medium

Email's great for longer, more considered communication - for example, if you want to document a process.

But you'll also want the ability to talk face to face via an app like Skype or Zoom. These are better suited to times when you need to know how the other person is feeling and thinking - for example, if you're negotiating, giving feedback or brainstorming.

And to replicate the more day-to-day back and forth of office chatter, you'll want to use a more instantaneous medium like Slack. Or, if your firm has one an enterprise social network like Yammer.

2. Talk about the small stuff

Chat channels aren't just for collaboration. They're also a fabulous way to create that team glue you get from office chit chat. So create a channel dedicated to talking nonsense - where you can chat about non-work stuff and post random memes.

Encourage people to check in on this channel at the start of the day - to replicate the watercooler chat you'd get while you're grabbing a coffee before sitting down to work.

3. Use emojis 😊

As an old-fashioned writer who believes in the power of words, I've taken a while to come round to this one.

But these days, emojis have become more acceptable in a business setting - especially in less formal media like chat.

Using emojis can be a great way to lighten the mood, soften a message, and communicate humour and playfulness. They've also been linked to having greater power on social media, so could be a useful tool if you want to increase your influence!

4. Wield Hanlon's razor

Hanlon's razor is a test you can apply when you're communicating and collaborating with colleagues generally - but especially remotely. It's an aphorism that states:

"Never ascribe to malice that which is adequately explained by incompetence"

In other words, be open and empathetic - and assume the best in people.

5. Don't go MIA

In an office, if you step away from your desk for a while, people will assume you're in a meeting or you've popped to the kitchen for a cuppa.

But if you step away from your desk or sign out for a while, without letting people know, they'll wonder why you're not responding.

So if you need to head out or onto a call or dig into some uninterrupted deep work, let people know you're going to be offline for a while and when you expect to be back.

Recommended tools for communicating remotely

There are loads of tools out there that can help you collaborate as a team and keep everyone in the loop on a project. Here are some of my favourite ones - all have free versions available.

Slack

Described by some as a messaging app on steroids. Great for group discussions or when you need a quick check-in or answer to a question. Use it, too, to share documents or connect to other apps like Google docs - perfect for collaboration.

Trello and Asana

Two of the most popular project management apps.

Calendly

Handy for scheduling meetings without having to go back and forth with emails.

Skype

Reliable video conferencing tool for getting in regular face time with colleagues or clients.

Zoom

Great video conferencing too when you need to share your screen with other people. Entails a cost for calls between more than two people.

Staying connected by working out loud

As a remote worker, you have to consciously nurture your work relationships in way you don't need to when you're cheek by jowl in an office.

One way to stay connected with others is to work out loud.

Popularised by John Stepper, working out loud is about broadening your network. And Stepper says working out loud is characterised by five things:

Relationships

First of all, deepening relationships with others - while exposing you to the potential for new opportunities. So it's a great way to feel more connected with others - even if you're working remotely.

Generosity

Stepper also says working out loud is also about generosity - extending your network through the power of altruism.

Visible work

Working out loud is also about widening your reach by working visibly - for example sharing contributions via social media. So it's a great way to keep you on people's radar, even if you're not in the office.

Purposeful discovery

It's also about being purposeful. When you work out loud, you do so with a particular goal in mind - it's not just about making contributions for the sake of it. Which means it's a great way to keep you on track even when you're not sitting in an office with a team.

Growth mindset

And finally, a growth mindset. In other words, working out loud is about being open, curious and persistent.

So how does working out loud work in practice?

The best way to find out is to dive in and form what Stepper calls a Working Out Loud Circle - a support group of four or five peers who meet for an hour a week over twelve weeks.

You could all be working for the same company. Or you could come from different industries, united only by the desire to see a change in your work life. And, in fact, a diversity of perspectives can make the experience of working out loud even richer.

And every week, you individually take small steps toward your own particular goal, by following John Stepper's week-by-week guides - you'll find a link to these guides in the next lecture.

My own working out loud circle are a pretty varied bunch - from self-employed PR and social media experts to mid-life career switchers. Once a week, we meet by Skype and communicate via Slack between meetings. I think we've all found the support from our fellow remote workers galvanising and energising in some way.

Try it out for yourself!

The importance of building in face time

You may be working remotely, but there's no substitute for face time. Whether that's hopping on Skype for a catch up or popping into the office to hang with the team.

For starters, talking face to face is often more efficient - it's great for getting ideas across quickly. One quick face-to-face conversation can eliminate an enormous back and forth question-answer chat session.

Then there's body language. Whether it's eye contact, a nervous gesture, or the presence of a smile (or frown) - a person's body language tells you a lot about how they're feeling.

In fact, body language expert Patti Wood argues that just one minute of face to face communication contains up to 10,000 non-verbal cues. Cues you'd never pick up on over chat.

For example, a long thread on Slack where you're thrashing out ideas might be perceived as an argument by one person and a robust and helpful discussion by the other.

Such misunderstandings can be easily avoided over video. So if you've got a delicate message to convey - for example, if you're giving or getting constructive feedback, do it face to face. Online or in person.

But even on a more day to day level, you need some face time to build in those social moments we take for granted in an office environment - and which are essential for team cohesion.

Here are three ways to do facetime well when you're working as part of a remote team.

1. Group video call? Be inclusive

A golden rule for good face time is: if one person's on video, everyone's on video. There's nothing more awkward than being the only person in the meeting who's being beamed in remotely, while the rest of the team sits in a conference room.

Invariably, that person will feel like an outsider craning to catch the conversation (and the in-jokes). And they'll feel less able to contribute. So keep things inclusive by having everyone on an even footing.

2. Chat about nothing

Small talk is an essential part of office life - whether it's a chat about the weather in the kitchen or discussion your plans for the weekend over the watercooler.

Just because you're not office based doesn't mean you don't need that human interaction around your work. So if you're skyping, build some downtime into the call - even if it's just to say hello to your colleague's cat.

3. Meet in person once in a while

Finally, as great as Skype and the like are, there's no substitute for meeting in person. It might be that you find a way to hot desk at the office once a week. Or the whole team descends on Hawaii for a three-day retreat once a year.

Whatever it is, build in some time to hang out in person.

Looking good on webcam: ten tips

1. Don't sit with a window or other light source behind you

Your face will be in darkness and all people will see is a dark shadow - not conducive to great communication. Face the window and they'll be able to look you in the eye.

2. Don't move the screen around

If you're on a phone, prop it up - too much movement and you'll make your viewers seasick!

3. Position your laptop at eye level

If the screen is below you, you'll loom over your viewers intimidatingly. If the screen's above you, you'll look submissive.

4. Try to look at the camera

It takes practice, but if you look at the camera rather than the rest of the screen or your notes. That way, you'll be looking your viewers in the eye much more.

5. Minimise background noise

Avoid busy locations and shut doors and windows if the environment is noisy.

6. If you're screen sharing, close unnecessary apps

Do close all apps you're not using to avoid distracting pings. Or, worse still, embarrassing notifications. Do you want your boss seeing that email from that headhunter/hot date?

7. Be aware of what your backdrop says about you

Keep things tidy and professional. Sitting in front of a sideboard with drinks and party paraphernalia sends the wrong message in work hours.

8. Dress appropriately

Do look professional - at least on your top half. If you must work in pyjamas, change your top at least. Oh, and avoid busy patterns or stripes - they can shimmer on screen, making your viewers' eyes hurt.

9. Don't walk away from the screen for no reason

If you go off screen even for a moment, your viewers will be discombobulated. Imagine if someone walked out of a live face-to-face meeting without explanation!

10. Smile!

The camera can amplify your emotions. So if you're not smiling, you'll look sterner or unhappier than you probably feel.

Chapter 2: Productivity and motivation

How to beat procrastination and get more done

One of the biggest benefits of working remotely is the autonomy - knowing you'll be judged by your performance, not your presenteeism.

But the flipside of that is: How do you motivate yourself with no boss hovering over you?

Here are six tips for staying productive when you're working on your own.

1. Create a to-don't list

A to-don't list is a list of all the tasks you refuse to get distracted by - so you can focus on the things you do have to get done.

Because if you're working from home it can be really easy to get distracted by those little domestic tasks.

Like that pile of laundry that needs folding. That sink that would just take 30 seconds to clean. The online grocery order you've been meaning to do.

Whatever the tasks, getting them out of your head and down on paper will allow stop you mindlessly drifting into them.

2. Eat that frog!

Eating a frog sounds disgusting, doesn't it? And that's exactly the point. The idea behind eating the frog is that you get the task you're most dreading out of the way first so it's not hanging over you all day.

It could be sorting out your expenses claim, writing that tricky email or making that sales call.

Whatever task makes you gag, make it the first thing you do today. Just imagine how light you'll feel afterwards

3. Use a 'do not disturb' sign!

You may not be sitting in an open plan office with colleagues swinging by your desk every day. But as a remote worker, you're just as prone to distractions - of the electronic kind!

So if you need to get your head down for a while, log out of email. Put your phone on silent. Sign out of Skype. And snooze your notifications on Slack - you can do this by clicking on the bell in the left hand corner.

Just be sure to let your colleagues know you'll be offline for a while - and when you expect to be back on.

That way, they'll know you're just in 'do not disturb' mode - and not simply slacking.

4. Divide your day into Pomodoros

When you really need to focus on some deep work, try working in short, intense bursts. A fantastic technique for this is the Pomodoro technique, which I use when I need to get down to some serious writing.

A Pomodoro is an old-fashioned kitchen timer in the shape of a tomato and the idea is you set it for 25 minutes, during which time you focus solely on a single task - like writing - just for those 25 minutes.

I use the online version, at tomato-timer.com and I find it really helps me focus. Because, hey, anyone can commit to 25 minutes so it takes the pain away of starting - and sticking to - a mentally demanding task.

In fact, what I've found is that when you work in intense 25-minute bursts, the time flies by and you get huge amounts done.

The idea is that after 25 minutes, you take a short five-minute break and then start another burst. After four of these 25 minute bursts - or pomodoros as they're called - you take a longer break.

And I promise that with this technique you'll be amazed at how much you can get done - and how easy it is to focus on the task in hand.

5. Swerve the electronic rabbit hole

Working in Pomodoros makes you much less likely to find yourself mindlessly surfing the net - because focusing on a task for 25 minutes seems so painless.

But if you still need help limiting your online activities, there are two online tools I use to avoid descending into the electronic rabbit hole.

First up: Pocket, an app that allows you to save articles and websites to view later - when you're between Pomodoros, for example!

The other tool I use is Stay Focused, which allows you to block certain websites and limit the time you're allowed to spend on certain sites each day.

Warning - it's pretty hardcore and it will make you feel very guilty if you try to override the settings you've given it!

10gadgets to help you work smarter, not harder

1. Laptop stand

If you haven't already, get a stand for that laptop. By having your laptop at eye level, you'll lessen the strain on both your eyes and neck. Choose one with an angled keyboard for extra comfort when typing.

2. Ergonomic bluetooth mouse

Limit your chances of injury by being kind to your wrists with an ergonomic mouse. Bluetooth versions may be more expensive, but they cut down on wires.

3. Multi-device keyboard

If you use a tablet rather than a laptop, consider getting a keyboard for yours. These days, you can get keyboards that can take your phone as well.

4. Portable charger

When you're out and about, a portable charger will free you up from having to be within plugging distance of a power socket.

5. Portable power strip with USB ports

Or, if you find yourself fighting for a socket at an airport or coffee shop, dig out a portable power strip and share with your fellow remote workers.

6. Noise cancelling ear plugs/headphones

Need to get down to some serious brain work? Shut out the rest of the world with some noise-cancelling ear plugs. Or, if music's your thing, headphones.

Perfect for that buzzy coffee shop or when your planned-for quiet day at home is disrupted by building works or next door's barking dog - I've certainly been there.

7. Mi-fi device

A Mifi device will tap into 3G or 4G cellphone networks to give you your own Wi-fi hotspot wherever you need it - and the ability to connect multiple wireless devices to the net.

8. Privacy filter

When you're out and about, protect your work from prying eyes with a privacy filter for your screen.

9. VPN Router

Your company might have a virtual private network or VPN, allowing you to connect to the intranet. But even if they don't, a VPN router is worth considering as a way to protect your data on the web and guard yourself against hackers.

10. Fitness tracker

Invest in a fitness tracker to motivate yourself to take a break and stretch your legs.

Security tips for remote workers

When you're working remotely, you have to take extra care to protect your data - especially if you're out and about.

Here are seven things to bear in mind if you want to minimise the risk of someone accessing your data and sensitive information.

1. Know your company's security policies

To begin with, if you're a company employee, check your company's remote working and IT policies. This is particularly important if you are having to connect to your company's network remotely. Make sure you know your company's network connection policies and stick to them.

2. Assume people are nosy

Working in a public place? Assume any conversations you have, on the phone or otherwise, can be overheard. And that anyone overhearing what you've said, can and will use it. If that makes you feel uncomfortable, either don't have that conversation or have it in private.

3 Public wifi systems - watch out for scammers!

Networks shared with lots of other people can be very insecure. What's more, scammers have been known to mimic a genuine public wifi name with one that appears almost identical. They then use this fake network to steal the information of those unwary enough to join it. So if you're working in a coffee shop, say, do be sure to check with the staff that you're joining a legitimate network.

If you are joining a public wifi network, always assume you're being watched and don't access any sensitive information while you're connected.

Using a virtual private network can protect you.

4. Observe password hygiene

Again, if you're out and about, make sure no one's watching you input any passwords or usernames - if you need to log in to a site, use a privacy filter. Likewise, don't recite any usernames or passwords out loud or on the phone. And don't email passwords or usernames - or write them down.

5. Keep your systems up to date

Most hacking and malware attacks come via web browsers and email. So keep all your software and your operating system up to date. Make sure you install any updates as they're released. Also, invest in a security software package for your computer and keep it up to date.

6. Protect your devices

Working in public increases the chances of losing your laptop, so make sure it has whole-disk encryption enabled - meaning the data can only be accessed with a password.

Both Windows machines and Macs come with whole-disk encryption software installed - BitLocker for Windows and FileVault for Macs. Third-party disk encryption packages are also available for all operating systems.

Chances are, even the best of us will eventually lose a cell phone someone (I've lost one on a plane before now, not to mention posting one into a post box).

So make sure you know how to remote wipe your mobile devices. Mac's iCloud has a wipe service as does Windows 365. Third-party applications are also available for Android devices.

7. Cloud computing? Be extra careful with passwords

Cloud services like Microsoft 365 and Google Drive are particularly great for the self-employed or small business user without a company network, because you can offload the security concerns to the service provider.

But do make sure your passwords for these services are strong and secure. If they have a two-step authentication procedure such as Google's, use it!

And remember: nothing is absolutely secure so make sure you back up your data to an external hard drive, the old-fashioned way.

Chapter 3: Boundaries and balance

Finding the right environment

Before the remote working revolution, we all sat where we were told to. Forced to adapt ourselves to the space we were given. A one-size-fits-all world that didn't account for different people. Different workstyles. Different tasks, even.

In contrast, today's remote workers are shaping their workspaces to suit them. From coffee shops to kitchen tables to co-working spaces, there's something - or rather somewhere - for everyone.

Even better, as a remote worker you're free to find a space that works for you. So don't feel you have to be wedded to one particular space. Instead, feel free to mix things up and change your routine.

But all that choice can be paralyzing are seven things to bear in mind when seeking a space.

1. Introvert or extrovert?

The first and most important step in finding your ideal space is to know your needs. Is absolute silence a non-negotiable for you? Or, are you the opposite? Do you need the buzz of having other people around you?

A great question to ask is 'what energises me?' In other words, am I an introvert or extrovert?

The clichéd view is that introverts are socially awkward geeks who can't look you in the eye, while extroverts are loud, in-your-face attention-seekers.

The truth is, many of us are somewhere between these two extremes. But overall, the difference comes from where you get your energy from.

Extroverts are energised by having people around them. If they spend too much time alone, they start to feel drained. In contrast, introverts need that alone time to recharge their batteries. If an introvert spends too much time in a crowd, they'll start to feel sapped.

Think about the last time you went to a conference. Did you leave feeling alive? Fizzing with ideas and excited about having address book full of new friends? Did it leave you keen to get going on your next project? If so, chances are you're more extrovert.

Or did you leave the conference in need of some serious downtime? Equally fizzing with ideas, perhaps. But needing to reflect. To process things internally. If that sounds more like you, chances are you're an introvert. In a quiet location?

Knowing what energises you will help you identify workspaces that work for you.

If you're an introvert, you're going to need somewhere you can get that much needed quiet time. A library, for example. Or a home office where you can shut out the world and get down to work.

But if you're an extrovert, too much alone time will have you climbing the walls. For you, the buzz of a coffee shop will be much more energising. Or the hum of a co-working space where you can network with other remote workers.

For most of us, the ideal would be to have access to both introvert space and extrovert space. And, in fact, that's one of the advantages of remote working - you can switch things up according to your mood.

2. The nature of your task

Your choice of venue will also be determined by what you need to get done on a particular day. If you need to hunker down and focus on writing or coding, say, you might want to head to a local library. But if you're brainstorming something, you might prefer somewhere buzzy and cool to get those creative juices flowing.

If you've got Skype session to sit in on, you might want to take that at home, where there's no distracting background noise - and where you don't have to worry about disturbing people. Or, worse still, having nosy neighbours earwiggling the conversation.

3. Your need for structure

Another consideration is how much structure you need. Are you intrinsically motivated? Or would checking into a local co-working space each day space keep you honest?

4. Home comforts?

And what about the ability to make the space your own? If home comforts matter to you, then hot-desking it around town is less likely to appeal.

5. Technology

Other factors to take into account include your need to access technology like fast Wifi. Or, indeed, get need get away from it.

6. Travel time

You'll probably want to think about travel time, parking and proximity to things like the kids' school, the gym or other commitments.

7. Other factors

Do you need access to natural light or an inspiring view? Or maybe you need a constant stream of food and drink to hand?

Top tip!

Check out Workfrom - an app that crowdsources information about remote working locations around the globe, where you can search for places according to things like Wifi speed and noise levels.

A guide to remote working locations

The options available to remote workers have never been greater - and new places are opening up all the time. So don't feel you have to stick to one location or type of space. Instead, mix things up to suit your mood and what you have to do that day.

Here's my guide to the pros and cons of various spaces. Check out the Workfrom app to read user reviews of co-working spaces anywhere in the world. Even better, submit your own review!

Home office

Despite the growing number of options for remote working, you'll probably find yourself working at home at some point. Here's what to expect.

Noise level: Depends on the neighbourhood. If you've never worked at home before, you might discover your home is much noisier in the day than it is at night. If you live a central location, for example, road and building works can be very noisy and distracting.

Networking opportunities: Great for getting to know your neighbours. And the postman - if you live in a block you'll probably be taking in parcels for other people throughout the day. Not so great for meeting business contacts, though.

Privacy and phone-ability: Excellent. Probably your best option if you need to have confidential calls.

Suitability for meetings: Not ideal - do you really want to entertain that client at home?

Access to wifi and power sockets: Excellent - you have complete control over this one.

Food and drink: On tap. But can be distracting!

Travel time/parking: Zero need.

Discipline and structure: Not good if you're prone to procrastination and easily distracted by domestic tasks.

Cost: Low, although expect increased utility bills from being at home in the day.

Pro tip: To avoid cabin fever, do find a reason to leave the house at least once a day.

Someone else's kitchen table

In a new trend in remote working, people are opening up their homes to other remote workers. Why not try it yourself - as a guest or a host?

Noise level: Will depend on the neighbourhood - and the chattiness of others sharing the space.

Networking opportunities: Great for meeting other remote workers.

Privacy and phone-ability: Check with the host if they provide a separate room for confidential calls.

Suitability for meetings: Unlikely to be suitable, but check with your host.

Access to wifi and power sockets: Should be good.

Food and drink: Check with the host. Some may offer fridge space for you to bring your own lunch. Others may even organise a potluck lunch, where guests each bring a contribution.

Travel time/parking: Depends on location.

Discipline and structure: More sociable than working at home on your own, so maybe not the best option for 'deep work' days. At the same time, others' discipline may rub off on you.

Cost: Much lower than traditional co-working spaces. And as a host, you could even make a little extra cash.

Pro tip: Search for opportunities to be a guest or host at [Hoffice](#) or [Kitchin Table](#).

Co-working space

Not so long ago, co-working spaces were limited to the centres of large cities. But with the rise of remote working, more and more co-working spaces have entered the market - and expanded coverage to less central regions.

What's more, prices seem to have fallen in recent years and spaces have had to up their game to attract workers - from offering cool, creative surroundings to providing beer and prosecco on tap. Take your pick - and pray it's not a bubble that's about to burst.

Noise: Can be noisy. If relative quiet is important to you, do have a trial-run before committing. One co-working space near me gets poor reviews because it's used by recruiters making phone calls all day.

Networking opportunities: Excellent! Pick one that's attractive to or aimed at people in your industry and you could make some great connections.

Privacy and phone-ability: Good, especially if meeting rooms are available.

Suitability for meetings: Good - check if meeting rooms are for hire.

Access to wifi and power outlets: Excellent. Designed with laptop users in mind.

Food and drink: Will usually have tea and coffee available and may have a café on site.

Travel time/parking: May involve a commute if you don't live centrally.

Discipline and structure: Excellent. Everyone else will be hard at work, too. Perfect if you need the structure of an office environment.

Cost: Will entail a monthly fee. These seem to have come down in recent years.

Pro tip: Do your research - read reviews online and enquire about turnover. If people don't stay members for long, it could be a sign there's something wrong.

Hotel lobby

Hotels have jumped onto the co-working bandwagon in recent years, with more and more of them devoting increased square-footage to communal and collaborative space - and not just for guests.

Noise: Depends - pick one with a vibe that suits you!

Networking opportunities: Some potential - if you and others all frequent the same place regularly.

Privacy and phone-ability: Potential to disturb others and not advised for confidential calls.

Suitability for meetings: Excellent - hotel lobbies are almost designed for meeting people!

Access to wifi and power outlets: Usually good, especially if it's aimed at business travelers.

Food and drink: Drinks and light snacks usually available - waiter service is the norm. Expect to pay a premium though.

Travel time/parking: May involve some travel.

Discipline and structure: A good 'all-round' option for deep work, brainstorming and meetings.

Cost: Free to use, but you'll pay a premium for refreshments.

Pro tip: As with a coffee shop, you're occupying valuable real estate, so order refreshments, especially if offered.

Library

You might not want to work in a library every day, especially if you need to chat to colleagues or clients from time to time. But they're a great option to add to the mix for when you need time and space for deep thinking.

Noise: Silent. Great for digging into deep work.

Networking opportunities: None.

Privacy and phone-ability: Poor - you'll need to step outside to make a call.

Suitability for meetings: Unsuitable.

Access to wifi and power outlets: Most libraries are geared toward laptop users these days, so expect a power outlet on each desk. Wifi will usually be available, but can involve some bureaucracy.

Food and drink: Most good libraries won't allow you to bring in food and drink. May have a café on site

Travel time/parking: May involve some travel.

Discipline and structure: The perfect option if you're easily distracted but need to knuckle down to some deep work.

Cost: Free if you use a public library. But many larger cities also have private libraries you can join. This will usually entail an annual fee, but it's likely to be a fraction of the cost of joining a co-working space.

Pro tip: Private libraries in tend to have a much more 'serious' atmosphere than public libraries, making them particularly conducive for deep work. After all, if you're surrounded by academic types doing research, you're going to feel a little self-conscious logging onto Facebook. Many colleges extend library membership to alums - worth considering if you live near your alma mater.

Coffee shop

The local coffee shop is a classic part of the remote working mix. Just be sure to observe good etiquette by paying your way and being considerate of other customers. A friend of mine recently sat down with a coffee in her local place, only to be asked by a woman with a lap top (and no food or drink) how long she planned to stay - because Mrs Lap Top wanted to spread out. Don't be Mrs Lap Top!

Noise: Can be noisy with chitter chatter and background music.

Networking opportunities: Some potential - if you and other remote workers regularly frequent the same place, you may well find yourself striking up a conversation.

Privacy and phone-ability: Not great for privacy and noise levels might make calls tricky.

Suitability for meetings: Good - provided confidentiality is not an issue.

Access to wifi and power outlets: Usually good these days.

Food and drink: Perfect - that's what they're designed for after all!

Travel time/parking: May involve some travel but if you're lucky, you'll have one within walking distance.

Discipline and structure: Great for brainstorming or other creative tasks, especially if it's buzzy. If you're planning on doing some deep work here, you may want to bring along some noise-cancelling earphones.

Cost: Free to use, but you'll need to budget for refreshments.

Pro tip: Do be mindful of other customers by not table-hogging. And remember: that table is valuable real-estate for the business owner, so don't sit there unless you've bought a drink.

Arts space

If you live in a big city, chances are you'll have your pick of museums, galleries and concert halls to visit. Many have glorious private members' rooms, often with great views and lots of natural light. Perfect for finding that creative spark.

Noise: Generally pretty quiet.

Networking opportunities: Few.

Privacy and phone-ability: Likely to be quiet, but that may mean you'll be disturbing others. Not advised for confidential calls.

Suitability for meetings: Excellent for one-to-one meetings as members can often bring in guests.

Access to wifi and power outlets: Wifi is usually good these days, but you may find yourself competing for power outlets.

Food and drink: Drinks and light snacks usually available, but often pricey.

Travel time/parking: May involve a commute if you don't live centrally.

Discipline and structure: The only distractions are likely to be of the inspiring kind - such as a gorgeous view or thought-provoking art. Great for getting some creative thinking done.

Cost: You may need to pay an annual members' fee, which will be considerably lower than paying for a co-working space. However, you'll be paying tourist prices for food and drink.

Pro tip: As a member of a museum or gallery, chances are you'll get a certain allocation of free tickets to flagship exhibitions - great for inviting clients and colleagues to if you want to deepen your relationships with either.

Gym

Many gyms have latched onto the remote working trend in recent years, after noticing clients were using their relaxation spaces to work remotely. The rise of the hybrid gym + co-working space is an exciting development that's expanding the options available.

Noise: Depends - pick one with a vibe that suits you!

Networking opportunities: Good for meeting people with a shared interest in fitness.

Privacy and phone-ability: Not great for privacy - although some gyms now have meeting rooms as part of their co-working operations.

Suitability for meetings: Some gyms that are set up for co-working have meeting rooms. Or why not try working out together - so-called 'sweatworking' is a trend, apparently!

Access to wifi and power outlets: If they're set up for remote working, wifi and power outlets will be good.

Food and drink: Perfect if healthy snacks and juices are your thing.

Travel time/parking: May involve some travel but great for killing two birds with one stone and cutting down travel time to the gym.

Discipline and structure: A great option if you like to build exercise into your day, but would otherwise find it hard to fit around your schedule.

Cost: Gyms with co-working spaces tend to be more expensive than your cheap and cheerful £15-month-gyms. But they're still likely to be a good deal compared with many co-working spaces.

Pro tip: This is a growing market - watch this space!

Morning regimes

Saying goodbye to the stress of the daily commute is one of the biggest benefits of remote working.

But not having to get yourself to an office every day has a flipside: you need to be extra motivated or you'll end up working in your pyjamas all day.

Here are four ways to guarantee an effective morning regime.

1. *Have* a morning routine

First of all, *have* a routine - but one that works for you.

One of the great things about working remotely is the freedom, but that very freedom can make you feel adrift if you don't have some set routines in place to anchor you.

So commit to a morning routine - and if you need help sticking to it, try a free habit tracking app like Habit Bull until your routine's engrained.

2. Work with your body clock

Now, you may have routines in place because of childcare or other commitments, but if not, set your alarm for the same time each weekday.

It doesn't matter what time that is. If you're an early bird who's most productive before dawn, then get up every day before dawn. But if, like me, you're more of a night owl, don't feel you have to force your body clock to adapt to the habits of business gurus like Apple CEO Tim Cook, who attributes his success to getting up at 3.45 to check email and squeeze in a workout before dawn.

After all, one of the key benefits of working remotely is leeway in your schedule and the scope to work when you're most productive.

So if that means setting the alarm for 8.30, go ahead and do just that. Just be sure to do it each day.

3. Always make your bed

William H McRaven, an Admiral in the US Navy, famously gave this advice in a university commencement speech.

His reasoning was that getting the little things done sets you up to get the big things done.

But my reason for adopting this mantra more prosaic: committing to making your bed means you're less likely to work there!

Another famous military man, Winston Churchill, famously worked in bed till 11am. But then he also started on the whiskey and sodas at 9.30, so you know, maybe not the best role model!

As a remote worker, it can be very tempting to log on from bed while you're enjoying that first cup of tea for the day. I've done it myself.

But it can be a bad habit to get into. Not because it's inherently naughty or slovenly. But because it blurs the boundaries between work and life. Or, more specifically, work and sleep, leading you to feel like you're always on call.

4. Have a 'mock' commute

Yes, I know one of the biggest benefits of working remotely is ditching the daily commute. But a commute does have its upside because it creates a physical and temporal barrier between your home life and your work life.

So what I'm talking about is creating a stress-free version of your daily commute. It's very easy to see commuting as dead time where you could be getting stuff done. But don't underestimate dead time! It's a great way to prepare yourself for the day. And to get into the work 'zone'.

If you're getting up and going straight to your desk, you're not giving yourself a moment to centre yourself and prepare for the day ahead.

You're missing out on those 20 quiet minutes to yourself in the car between dropping the kids off and greeting your colleagues.

Or that delicious opportunity to catch up with the news or dive into a book on the underground.

So what I'm suggesting is you force yourself out of the house before you head to your desk - even if it's just for 20 minutes.

It could be a morning run. Or if, like me, you're not massively sporty a walk to the local coffee shop for a caffeine hit.

Whatever it is, you'll be starting your day with a bit of exercise, fresh air and (hopefully) sunlight on your face.

But above all, you'll have to get dressed! So you don't end up as one of those 'working in your PJs' clichés.

You might even choose to have a shower. Although, if you're working from home, let's face it that's optional.

Working at home today? Here's how to avoid cabin fever

If you're based at home, cabin fever is always a risk. Without colleagues around to socialise with, it can be easy to dive into work and not surface till the sun's gone down. But, over and over again, scientific studies have shown the brain needs downtime.

And that resting your brain allows you to be more creative, concentrate more and make better decisions.

Here are five ways to build in some breaks - so you're happy, healthy and not climbing the walls by the end of the day.

1. Schedule some exercise!

They say sitting is the new smoking. And I know from my own experience that if I'm working from home all day there's a real temptation to sit at my desk from 9 till 5 without moving - especially if I'm in the flow of a big project.

But if I have too many of those days on the run, I know I'll feel sluggish and fed up by the end of the week.

But I also know that when push comes to shove, I can always find something more important to do than exercise.

So at the start of each week, I actively schedule in my gym classes ahead of time. You may not need that motivation, but for me those appointments keep me honest.

2. Take your Vitamin D

Another great reason to head to the gym or out for a run, is to get your daily dose of fresh air - and sunlight.

Sunlight helps the body create Vitamin D, a lack of which may be associated with disease, aging and early death! So stay young, healthy and happy by getting some sun on your skin (in my case, even if it's the watery sunlight of a British winter!)

3. Break for lunch

On the subject of getting your vitamins, it can be tempting to eat al desko - especially if you don't have colleagues around to tempt you away for a catch-up over lunch.

But if you're working on your own, you've even more reason not join the sad desk lunch brigade.

Step away from your desk for an hour - and you'll return revived, refreshed and raring to go in the afternoon. Even better if you stretch your legs and get a vitamin D hit by strolling to a local cafe.

Besides, recent research suggests your keyboard is 20,000 dirtier than a toilet seat. How gross is that?

4. Drink lots of water

Want to know the best ergonomic product there is? Sip at a bottle of water throughout the day and those regular trips to the bathroom will stop you being hunched over your keyboard for hours on end.

5. Hang out at the virtual watercooler

Finally, if you don't have a daily call with your team and you're looking for some human contact, get yourself a water cooler buddy.

Someone, perhaps a fellow remote worker, who you can check in with for a chat - a sip and Skype session

I might be once or twice a day. Or a couple of times a week - whatever works to help you both stay sane.

Evening rituals: a five-step process for winding down

If you're working in an office, the signals to down tools are clear. The office starts to empty out. You might have a train to catch. Your boss may even tell you to go home.

But when you're working remotely, the boundaries between work time and downtime can get blurred. And without a clear demarcation between work and the rest of your life, it's easy to find yourself always 'on'.

So here are five evening rituals to make sure you switch off - literally and figuratively!

Step 1: Say goodnight

You'd never leave the office without saying goodbye to your colleagues. So do the same when you're working remotely.

Wave goodbye and let people know you're signing out for the evening and when you'll be back online.

Step 2: Switch off (literally)

Now sign out of all your online communication tools like email, Skype and Slack. Many applications, like Slack also allow you to switch off notifications - so do that too.

Set your phone to do not disturb mode as well. On both iPhone and Android, you'll find this in 'Settings'. And you can include exceptions so calls from friends and family can still get through.

Even better, if you know you'll be signing off at the same time each night, you can schedule your Do Not Disturb hours to kick in automatically.

And for a better night's sleep, set your phone to night mode too, which will make the screen less glaring with the blue light that's associated with insomnia.

Step 3: Review and reflect

Now you're free of electronic distractions, take a few minutes to reflect on your day. How did it go? What are you proud of achieving? What's still to do?

Review your calendar for the morning to remind yourself of any meetings, calls or must-do's tomorrow.

Jot down one to three things you got done today and make a note of things you need to focus on in the morning.

The physical act of getting this stuff out of your head and on paper will allow you to relax and switch off. Knowing you've not forgotten anything and you've got a plan of action for the following day.

4. Reshape your space

If you're working from home, it's particularly important to set physical boundaries between work and the rest of your life.

If you're lucky enough to have a dedicated office, that's easy. Creating that physical boundary is just a question of shutting the door on your work room.

But what if, like me, you live in the centre of a big city where space is at a premium? Where your workplace does double duty as a living space?

It's still possible to create that boundary by changing the atmosphere of the place.

My regular evening ritual involves packing all my work stuff away so it's out of sight and switching to softer lighting and candles.

5. Make a regular appointment with yourself - and keep it!

A great way to mark the switch from work mode to evening mode is to have a regular, unmissable appointment with yourself at the end of the day.

If you don't have somewhere you need to be at a particular time - like picking the kids up from school - can you create one?

Could you use the extra time you're saving on that commute to engage in a hobby, say?

Ideally something that takes you out of work mode. It could be something physical like gardening, going to the gym or for a run. Or something that forces you to think in a different way, like painting or practising an instrument.

For me, 6-7pm is flute hour. Once I start practising, I can't think about work.

So have a think about what you do to reconnect with the non-work you for at least 20 minutes at the end of the day.

Whether it's preparing dinner. Hanging out with your kids. Or cranking up the stereo and flinging yourself around your room. Just something that takes you out of yourself.

Final thoughts and next steps

Enjoy your remote working!

Always keep in mind why you've chosen to remote work. What are its benefits? Keep these in mind whenever you're making decisions about when and how to remote work.

Communicate

You may be working remotely, but communication and collaboration are what it's all about. So schedule time for regular facetime sessions and get together.

And remember, while some people only need occasional contact, others need regular contact. Recognise your needs and the needs of others.

Stay productive

Work in sprints (pomodoros) when you need to get something done and don't get distracted by your to-do list.

At the same time, build in time for breaks, lunch and 'me' time. Make sure everyone knows when you are, and when you are not, contactable.

Set boundaries

Avoid work blurring into life by making sure you set boundaries. As well as setting your out-of-hours messages, plan your working day. Build in daily rituals. It may be a morning walk, or a lunch-time gym session.

Hang out with likeminded people

Finally, join us in Remote Workers of the World Unite - the LinkedIn group I've created for remote workers of all sorts to swap experiences, share ideas, offer support and buddy up for sip and Skype sessions.

Appendix: practical exercises to set you up for successful remote working

Reflection exercise: What do you see as the main challenges of remote working?

Take a moment to reflect on your biggest challenges when it comes to remote working. Note down your top three challenges. If you aren't working remotely at the moment, but are considering making the switch, then note down your top three concerns about this way of working.

1.

2.

3.

Model answers

Everyone's challenges will be different, but answers to this question might include:

1. How will I cope with the potential loneliness and isolation?
2. I need to learn how to motivate myself and avoid distractions
3. I'm worried I'll find it hard to switch off

Or

1. What's the best way to stay in touch with colleagues and clients when I'm not at the office?
2. How can I avoid feeling claustrophobic from working at home all day?
3. I sometimes feel like I'm 'out of the loop'

Exercise: create a plan of action for communicating remotely

In this activity, you will reflect on your communication needs - and explore how you can align those needs with the needs of others.

Question 1

First of all, think about who you need to stay in touch with. Make a list of all the people you need to communicate with - and why. For example:

- Team mates?
- Manager?
- Direct/indirect report?
- People in other teams?
- Clients/customers?
- External suppliers/consultants/freelances?
- Other people in my industry?
- Anyone else?

I need to stay in touch with the following people, for these reasons:

Model answer

Everyone's answer will be different. Here's how I responded to this question.

Being self-employed, I communicate most often with my business partner - we'll collaborate and chat throughout the day.

I also need to be responsive and accessible to my clients, as well as other suppliers (e.g., freelance writers).

And I make efforts to maintain my profile among potential clients and others in my industry.

Question 2

Now, take a moment to reflect on your use of the following tools:

- Email
- Telephone
- Face to face
- Slack or other messaging service
- Internal social network (e.g., Yammer)
- Video conferencing app (e.g., Skype or Zoom)
- Google docs or other cloud collaboration app
- Project management tool (e.g., Asana, Trello)
- External social networks (e.g., Facebook, LinkedIn, Twitter)

Which of these tools do you currently use to communicate? Which do you feel most at home with? Are there any you feel you rely on too much? Any you'd like to try out?

If any are new to you, what worries do you have about using them? Note your responses to these questions here:

Model answer

Everyone's answer will be different. Here's how I responded to this question.
I'm comfortable using all these categories.

I'm a recent convert to Slack, which I was nervous about using but have begun to enjoy. I've also recently started to use Trello, which I find a simple, elegant way to keep track of projects (I'm probably not using all its features, though!)

I talk to clients via Skype, Zoom, email and (less often) face-to-face and telephone. I'd like to feel less overwhelmed by the amount of stuff in my email inbox - wouldn't we all? I really enjoy having a regular weekly Skype session with a support group of fellow freelancers.

I use Google docs for my video projects. Most of my clients don't use these thought - I suspect that's because they're in very traditional industries, such as banking. I doubt I'd be able to convert them to such tools.

I use external social networks a lot to keep my profile in front of clients, potential clients and others in my industry.

Question 3

How much communication do you feel you typically need?

Jot down a few sentences, reflecting on your own communication needs. Here are some typical statements to inspire you. If any resonate with you, feel free to use them - or express things in your own way. Consider using the prompts included in the answer box.

- I'm happiest in 'Do Not Disturb' mode, when I can dive into some deep work.
- I'm worried that if I'm not around colleagues all day, I'll feel out of the loop.
- I need regular feedback from my manager to keep me motivated and confident.
- I like being left to my own devices, but I know I'll start to feel lonely and demotivated if I go for too long without human contact.
- I need daily 'watercooler' chit chat to feel human and engaged in my work.
- I sometimes I have to force myself to be sociable, but when I do I find it lifts my mood.
- I'm managing others so what matters most to me is being available for them when they need me.

I'm happiest when...

I need...

What matters most to me is...

I don't like it when...

Model answer

Everyone's answer will be different. Here's how I responded to this question.

I love being left to my own devices - I'm definitely happiest doing my own thing. I can get very engrossed in my work once I'm in 'Do Not Disturb' mode. In fact, I need this time to feel satisfied and fulfilled. I feel very anxious if I have too many distractions pulling me away from satisfying work or tasks I need to focus on.

That said, I know that I need to force myself to get out there and interact with the world, otherwise I'll start to feel disconnected.

Question 4

How do you feel your communication needs and style align with the needs and style of others you need to communicate with?

For example, do you feel you need more or less contact than others? If there's a mismatch, have you shared your concerns with anyone (a manager, for example)?

Jot your thoughts down here:

Model answer

Everyone's answer will be different. Here's how I responded to this question.

I'm very lucky being self-employed, because I have quite a bit of control over the levels of contact I have with clients and suppliers.

Over the years, my business partner, who I share space with, has learned to spot when

I'm in 'Do Not Disturb' mode. If we weren't sharing an office, I suspect I'd need to be much more explicit about signing out to focus on deep work.

Question 5

Given your answers to the previous question, what would an ideal week look like for you? And how are you going to achieve that?

Do you need to be chatting online throughout the day, every day - either to keep projects on track or because you need the social connection? If so, is this already embedded in your team's way of working or do you need to put things in place to make it happen?

Do you need to talk to your manager or team about scheduling a weekly catch-up? If so, what's the best way to do have that catch-up? (Email, Skype, face-to-face, something else?)

Will you be using a project management tool to collaborate? If so, which one?

Do you and the team need to acknowledge and manage your - or anyone else's - need for 'Do Not Disturb' time?

Describe your ideal week here:

Model answer

Everyone's answer will be different. Here's how I responded to this question. In my ideal week, I will have at least two days where I can get my head down and write without being disturbed.

Every Thursday at 4.30pm, I'll have a Skype call with my support group of fellow freelancers, which will leave me feeling uplifted and inspired. This meeting is in my diary and is somewhat of an immovable feast. We'll also chat a couple of times on Slack throughout the week, sharing ideas and experiences.

I'll also meet a client, fellow writer or former colleague for coffee at some point in the week.

I and my business partner will keep track of our video projects through Trello, which will give me a feeling of being on top of longer-term projects.

My phone-answering service will field calls from clients so I can respond to them in a timely way that works for me.

Challenge: set up your own Working Out Loud circle

Intrigued about the idea of setting up a Working Out Loud circle? Here's how to do it!

You'll need to put the feelers out to a handful of people who like the idea of having a regular catch-up with a support group - and who are looking to achieve some kind of goal. It doesn't need to be a big goal - it could be something as simple as learning more about a new topic.

My circle comprised five people, which seemed an ideal number for encouraging lively discussion but keeping the weekly meetings manageable.

You may find that once you've suggested the idea to a couple of people, they may have ideas for others who would benefit from the exercise. I only knew two of my circle well before we started, and one member of the circle was someone I'd never met before. This was great for expanding our networks, even before we got stuck into the exercises!

My Working Out Loud circle comprised freelancers with a variety of job titles, but there's nothing stopping you from creating a circle with colleagues from within your own organisation. Try to choose a mix of people from different backgrounds and areas of expertise. This diversity will encourage a sharing of fresh perspectives and lots of cross-pollination of ideas.

Then, all you need to do is download John Stepper's free guides from workingoutloud.com/circle-guides/

These guides will provide your 'road map' for the next 12 weeks.

So to sum up, here are the steps for setting up your own Working Out Loud circle:

1. Find about five people who are willing to commit to one video call a week for 12 weeks and about an hours' worth of activities between sessions.
2. Consider setting up a channel for communicating between meetings. We used Slack, which is free and easy to use.
3. Take a look at John Stepper's Working Out Loud site and circulate his Introduction to Working Out Loud among your group.
4. Arrange your first meeting. We used Skype.
5. Work through each guide week by week and enjoy! John suggests you can do the exercises either while you're in the meetings or between meetings. We found it most effective to do these activities in our own time and to use the call time to discuss our progress. Whatever works for you!

Activity: create your own to-don't list

Use the table below to record your personal time sappers - and how you'll deal with them. I've provided my own to-don't list on the next page, as an example.

My to-don't list

My time sappers	How I'll deal with them

Clare's to-don't list

My time sappers	How I'll deal with them
Laundry and other chores	Allocate time in evenings and weekends.
Facebooking	Use Stay Focused app to limit time.
Snacking	Be strict with myself about taking a proper lunch hour.
Non-work phone calls from chatty friends	Switch phone to voicemail. Be assertive but friendly about letting them know I need to focus on work.
Researching my next holiday online	Limit time by using Pocket to store sites I'll return to in non-work time.

Exercise: Set your goals for working remotely

Use the table below to set your goals for successful remote working. I've provided an example on the next page.

My goals						
My goals	Who can help me with this goal?	What other resources do I need?	What are the potential barriers to achieving this goal? What can I do to overcome them?	How will I know I've achieved this goal?	When do I want to achieve this goal by?	

My goals					
My goals	Who can help me with this goal?	What other resources do I need?	What are the potential barriers to achieving this goal? What can I do to overcome them?	How will I know I've achieved this goal?	When do I want to achieve this goal by?
Get my remote working technical set-up sorted	Jenny (tech-savvy colleague). Ask her for advice and suggestions.	Expenses sign off - talk to business manager.	Finding time to research the best gadgets for me. Will schedule time on Wednesday morning to consider options - and order tech.	I'll have spent a day successfully working from my local coffee shop.	End of this week
Get webcam savvy	Jo - also planning to work remotely. Have a test run with her?	Cheap lamp for lighting.	Lack of confidence. Test run with Jo to overcome that.	I'll have had a successful call.	End of May
Create a Working Out Loud circle	Potential members: Jon, Kate. Do either of them know others who might be a good fit?	Slack channel for sharing ideas and keeping in touch with the group.	Fitting it into my schedule! Will block out two hours a week in my diary - one for the meeting itself, one for doing working out loud activities.	We'll have had our first working out loud meeting.	End of June

Exercise: create a balanced routine

This exercise asks you to reflect on your ideal working week. It encourages you to stave off feelings of cabin fever and always being 'on call' by committing to building in a little bit of exercise, sunlight, fresh air and a change of scene into each working day.

Once you've noted down your ideas, use the planner to schedule your week. I've included an example of a typical week for me.

Start by noting down your answers to the following questions:

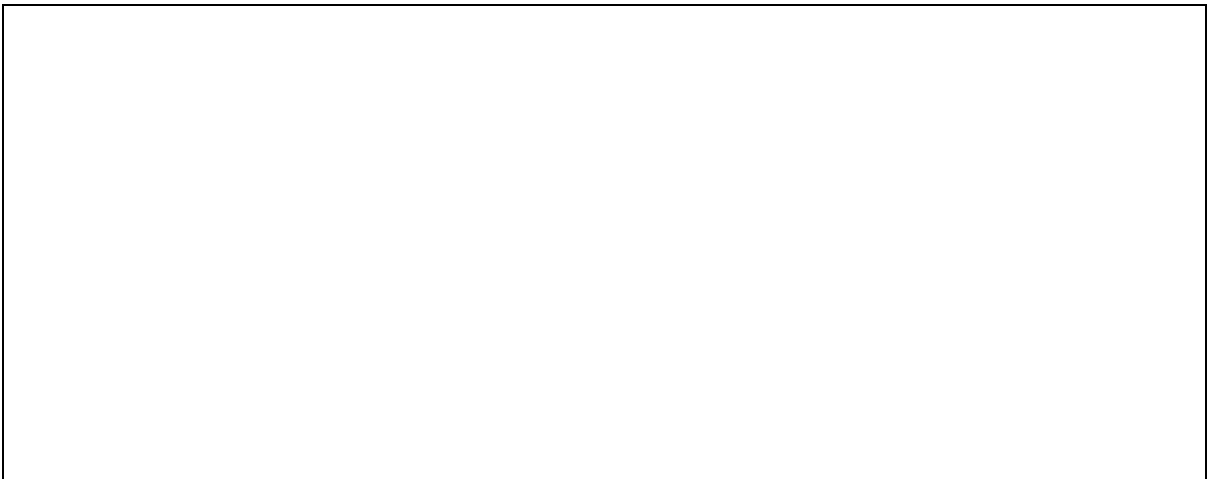
How will you kick off each day with a vitamin D hit? If you're working from home, what can you do to get yourself out of the house?

Now think about your lunch plans. What can you do to avoid getting into the habit of eating 'al desko'? Do you have friends, neighbours or colleagues nearby who you can arrange to have lunch with?

Plan your working day. Where - and how - will you work? If variety's important to you, how will you build in changes of scene during the week?



Finally, how will you build in an evening ritual to switch off at the end of the day? Will it be an evening class you need to go to? A gym session? Preparing a tasty dinner?



MY WEEK (W/B _____)					
	VITAMIN D MOMENT	MORNING	LUNCH	AFTERNOON	EVENING RITUAL
Mon		Where: What:		Where: What:	
Tues		Where: What:		Where: What:	
Wed		Where: What:		Where: What:	
Thur		Where: What:		Where: What:	
Fri		Where: What:		Where: What:	

MY WEEK (W/B ____ 23 APRIL ____)					
	VITAMIN D MOMENT	MORNING	LUNCH	AFTERNOON	EVENING RITUAL
Mon	Walk to the library	Where: Library What: 5 x 25 min Pomodoros (new course)	College canteen	Where: Library What: 5 x 25 min Pomodoros (new course)	Swimming
Tues	8.30am: coffee with Una - Gentleman Baristas	Where: Home office What: Review and sign new client contract	Gym: 12.30-1pm HIIT class Lunch at home (leftovers)	Where: Home office What: 2pm call with Tim re: web copy job Expenses and invoicing	Flute practice
Wed	Walk into City	Where: Joao's office in the City What: 1-2-1 presentations coaching	Walk back Lunch at home	Where: Home office What: 3 X25 min Pomodoros Sip and Skype with Working Out Loud	Debate club
Thur	Walk to gym and back for 8am strength training class	Where: Home studio What: Filming new course	Lunch with Thabian: Vietnamese across the road	Where: Home studio What: Filming for new course	Flute practice
Fri	Walk to citizenM	Where: citizenM Hotel What: Coaching sessions with Hejab and Aisha. Catch-up with Ann	Gym: 1.30-2pm Powerplate Lunch at home	Where: citizenM Hotel What: Brainstorming new course content with Dave	Piano class

