

WORKING FROM HOME

By Marzanne Milstein



2020 was so far a year where the entire world was turned upside down with Covid 19. Many people who was fortunate enough to keep their jobs, was now forced to work from home, most likely with a spouse and children around. For anyone that is not used to this, it will be exciting because, to be honest, who does not want to be at home during the day? But how will this influence your work and your productivity on the long run?

Working from home surely has its benefits, like avoiding traffic each day. It however also means it is up to you to motivate yourself and get as much out of your time as you would in an office setting.

Let us have a look at some tips to help us be as productive as possible while working at home, not only during Covid 19, but also for the people that trade their office for a permanent “work at home” job (like us Virtual Assistants).

WHY HIRING A VIRTUAL ASSISTANT IS THE BEST MOVE FOR YOUR BUSINESS

You save money as you do not have to provide office space

No need to pay fringe benefits like health insurance, vacation pay, wage deductions

A client only pays for the actual time the VA spends on completing the task

Commuting is never a problem and work can be done even during the worst weather

VA's have access to numerous connections who can be called upon to get the job done

A VA has the ability to see the bigger picture, and understands the challenges of running a business



PHOTO BY MARTIN R. SMITH

Tip1: Create a daily routine

When you work in an office, you have a daily routine of getting ready and “go to work”. When you are working remotely, you can create a routine to “start the day” triggers that get your head ready for work in a similar way.

Establish a designated workspace - whether it is a separate room, a fully stocked desk, or just a clean part of your kitchen table – that can help tell your brain you are in the place

Tip 2: Write / Type a To-do list

A to-do list will keep you organized and productive as you work from home. Checking off the tasks on the list, will let you know you are making progress, and that will keep you positive and motivated.

Do not just keep the list “in your head”

Tip 3: Plan a schedule for everything

Working remotely, are the same as working in an office, except you are the only one holding yourself accountable.

When creating your schedule, include other commitments in your life and find a routine that let you take care of those as well (like picking kids up from school, volunteer work, Dr’s appointment etc.) With planning, you can schedule time to get work done before or after these commitments.

Once you planned your schedule, make it visible in your calendar and with your family / coworkers. This way, everyone knows when you are free to meet and when you have blocked out work and personal times. Set boundaries and let people know that working remotely does not mean you’re free all the time.



MVA EXECUTIVE'S MESSAGE

With 22 years experience in different corporate sectors, I have so much to offer you as a Executive Virtual Assistant. I will add value to your business by living out my passion to help others.

I will handle your business tasks as if they are my own and I will take full responsibility in everything I do. I will be your helping hand - across all borders. I will be you Most Valuable Assistant.