



Set Yourself Up

For Success

How To Be Productive Working From Home
SERIES



Here is your free checklist:

- **YOUR MINDSET IS THE #1 SECRET.**
- **GETTING YOUR BASICS RIGHT.**
- **THE 'PLEASE DO NOT DISTURB' CODE.**
- **HOW TO REDUCE THE OVERWHELM.**

Isabel



Set yourself up for success

YOUR MINDSET IS KEY: HOLD YOURSELF ACCOUNTABLE 10MIN/DAY

- Save this Take Action List to your phone.
- AT THE BEGINNING OF THE DAY, look at this list & promise yourself that you will do at least 1 of the actions in the day.
- AT THE END OF THE DAY, check whether you have done 1 of actions.

GET THE BASICS RIGHT: GET YOUR WORKING SPACE SORTED

- TOOLS:** Have your tools handy.
- LIGHT:** Ensure your room light is good to work.
- CHAIR:** Sit in a chair that is comfy for your back.
- SITTING POSITION:** Be mindful of your sitting position.
- SCREEN SET UP:** Set your screen at eye-level if possible.
- TRY:** working with music a few times. See if it helps you concentrate.
This might not work. It is worth trying.

THE 'PLEASE DO-NOT-DISTURB CODE': MINIMISE INTERRUPTIONS

- PUT IN PLACE A SIMPLE "Please do-not-disturb" CODE for those who usually interrupt you.
For example: Close the door, put headphones on, change your status to 'Away'
- PUT YOUR PHONE AWAY & on silent. Minimise your email app.
- DO EMAILS & MESSAGES TWICE A DAY: Allocate slots in the day to do emails & tell people about it to set their expectations.
- TAKE MINI-BREAKS every 90min to 2 hours where you relax for 5min and look at the phone.

SET UP THE BASIS FOR A BALANCED WORK-LIFE BALANCE

- SET YOURSELF AN END OF DAY TIME and... stick to it!
- SCHEDULE NON-WORK ACTIVITIES at the end of your set work day.






You can do this!!! Start with small step changes and start saving time!


Drop me a line and let me know how this checklist has helped you!

Isabel


P.S.: Have you already grabbed your free Pinterest templates & styled photos?


Don't forget to follow!

 isabel@isabeltalens.com

 [@isabel.talens](https://www.instagram.com/isabel.talens)

 [Facebook.com/IsabelTalens](https://www.facebook.com/IsabelTalens)

 [Isabel Talens](https://www.pinterest.com/IsabelTalens)

 [@isabeltalens](https://twitter.com/isabeltalens)



Thank You

for downloading this checklist



... don't miss this blog post:

Setting Goals For Success With A Complete System To Make Them Happen Without Overwhelm



Terms of Use apply

Do you want to jump start your course launch?

Tired of wondering how to achieve the top 5 outcomes for a successful webinar?

1. **Ensure your audience is engaged** & excited until the end.
2. **Build trust** delivering value to your audience.
3. **Demonstrate the transformation** your audience can achieve with your course.
4. **Sell without an awkward sales pitch.**
5. **Create positive urgency** for your audience to buy your course.

Jump start your launch with my webinar template. Successfully launch your online course.

Get my Webinar Template
with Sales Copy & Styled Photos.



isabel@isabetalens.com

www.isabeltalens.com