# WORK FROM HOME

**UPGRADE** 

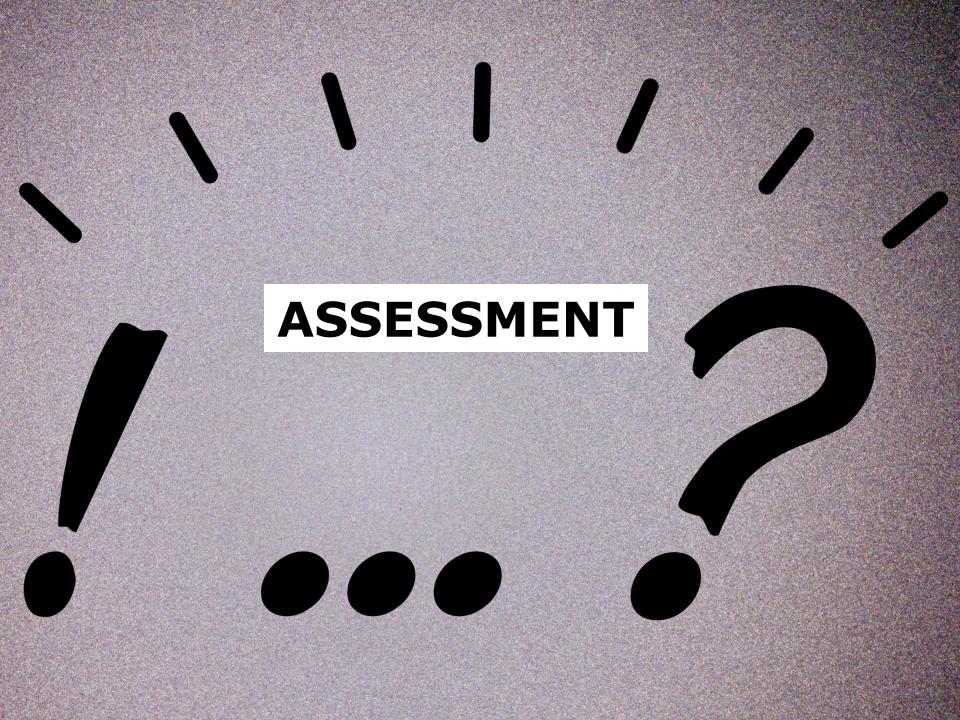


Yusuf Mahomedy (CA(SA), AdvTax)

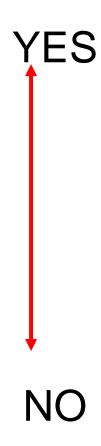


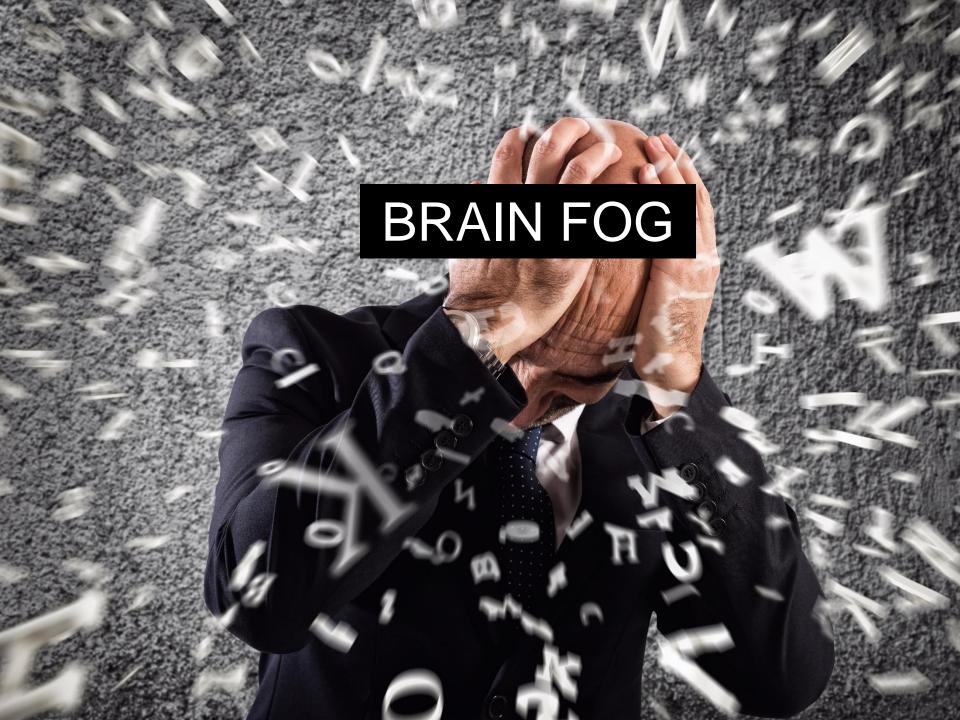
# **INTRODUCTION**





## SELF ASSESSMENT





"This pandemic has affected most, if not all, areas of people's lives, and led to changes in how we work, socialize and get our basic needs met.

We have been in uncharted waters, not knowing what this virus was going to do, how best to protect ourselves and our loved ones, how others would respond, and how long this would last."

(Dr. Mary Beth Bryan, a clinical psychologist with Sharp Mesa Vista Hospital)

- Mental slowing
- Fatigue



- Trouble thinking
- Cognitive inefficiency



- Struggle paying attention
- Difficulty completing daily tasks



Hard to focus

Slow to initiate action



# **Causes of Brain Fog**

- · COVID-19
- Medical conditions



## **Causes of Brain Fog**

- Stress
- Pandemic lifestyle office/work shift



Home NOT designed for long term work



Work space







## Clutter vs Tidy







## **Tools of the Trade**



## **Tools of the Trade**

- Smartphone
- Laptop
- Support

#### **Tools of the Trade**

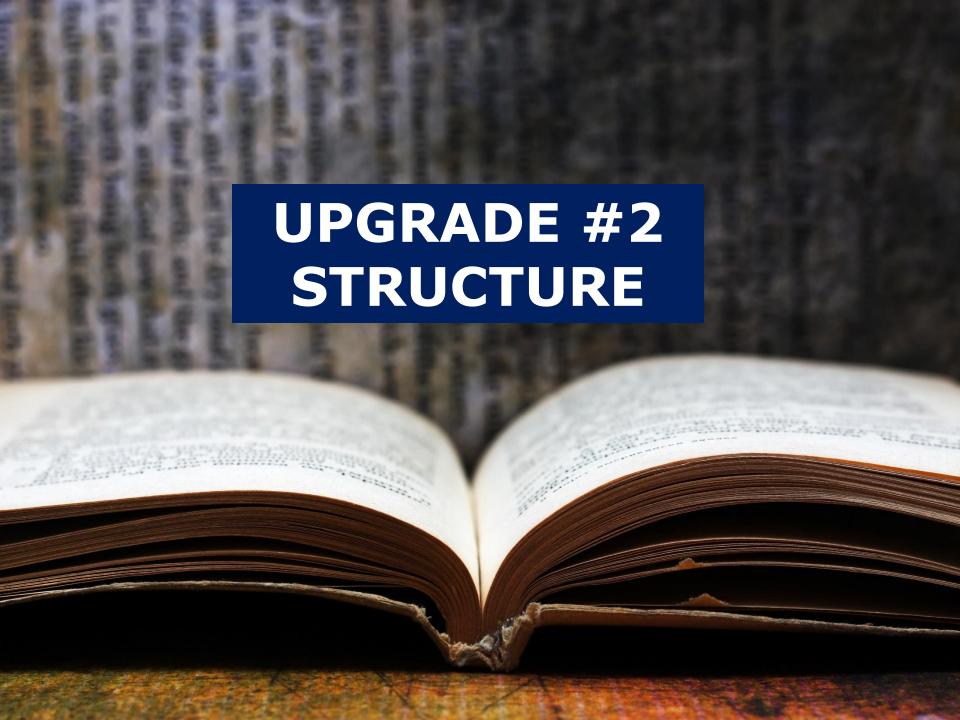
- Electricity (loadshedding)
- Data

#### Co-workers









- 2020 McKinsey Global Institute Study
- Activities for highest potential for remote work

- Relook at the job description
- Office based activities performed at home

- Which tasks are batched?
- When do you check emails/WA?

When will you do deep work?

### Structure your time

- What time do you start & stop work?
- What time is tea break?
- What time is lunch?

### Structure your time

- When do you schedule meetings?
- Which meetings can you reduce?





### Flow

- Energised vs Drained
- In the Zone



Daily Team connection

5-30 minutes online (Teams/Zoom)

Automate

- Email scheduling
- Templates

Face to Face

