

WORK FROM HOME

UPGRADE



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A photograph of a road that splits into two paths. The road is paved and has a dashed white line down the center. The sky is dark and stormy, with a bright lightning bolt striking down on the left side. The landscape is green and hilly on the right, and more barren on the left. The text is overlaid on the road.

Introduction

Assessment

Real Problem

Upgrades

INTRODUCTION





ASSESSMENT

SELF ASSESSMENT

YES



NO

A man in a dark suit and tie is shown from the chest up, holding his head in both hands in a gesture of distress or frustration. He is looking down. The background is a dark, textured surface with numerous white, three-dimensional letters and numbers falling or floating around him, creating a sense of chaotic information. A black rectangular box with the text "BRAIN FOG" in white, bold, sans-serif capital letters is centered over the man's head.

BRAIN FOG

“ 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)

Brain Fog Symptoms

- Mental slowing
- Fatigue



Brain Fog Symptoms

- Trouble thinking
- Cognitive inefficiency



Brain Fog Symptoms

- Struggle paying attention
- Difficulty completing daily tasks



Brain Fog Symptoms

- 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

A photograph of a modern building facade with a grid of windows and balconies. A dark blue horizontal banner is overlaid across the center, containing white text. The building has a light-colored, textured facade and dark-framed windows. Balconies with black railings are visible on the right side. The sky is blue with some clouds.

UPGRADE #1 ENVIRONMENT

Environment

Home **NOT** designed for long term work



Environment

Work space





ACER V5000 Pro 17
Check out Acer's website for more information
USB Type-C
Eye Comfort
Acer

hartman, kardon



Environment

Clutter vs Tidy







Tools of the Trade



Tools of the Trade

- Smartphone
- Laptop
- Support

Tools of the Trade

- Electricity (loadshedding)
- Data

Environment

Co-workers







13 09

Peter Ramo
As Little Design as Possible
Sophie Lovell

CREATIVITY, INC. TO EXCELLENCE

#GIRLBOSS

UPGRADE #2 STRUCTURE



Structure your activities

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

Structure your activities

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

Structure your activities

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

Structure your activities

- 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?



**UPGRADE #3
INVEST IN YOU**

Give yourself a High 5 daily

(Mel Robbins, High 5 Habit)



Flow

- Energised vs Drained
- In the Zone



10X Communication

- Daily Team connection

10X Communication

- 5-30 minutes online (Teams/Zoom)

10X Communication

- Automate

10X Communication

- Email scheduling
- Templates

10X Communication

- Face to Face

A tropical beach scene at sunset. The sky is a mix of orange, yellow, and blue, with the sun low on the horizon. The water is a vibrant turquoise color, transitioning to a deeper blue further out. Two small boats are visible on the water. In the foreground, the white sand of the beach is visible, with the word 'CONCLUSION' written in a dark blue banner across the middle. Below the banner, the words 'JUST BREATHE' are written in the sand in a simple, hand-drawn font.

CONCLUSION

JUST
BREATHE



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