

Leadership Tips:



The Consulting Team, LLC
Facilitating Positive Change

6 Tips for Working From Home

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6 Tips for Working From Home



***A Message from
Marilyn Manning, Ph.D.
and The Consulting Team***

Dear Friends and Clients,

Now that we are several weeks into sheltering, and getting used to working at home, we have an opportunity to reflect. Take the time to focus on empowering yourself by changing whatever you can and accepting that it's not an actual crisis that sinks us, but rather our reaction and approach.

Done right, working from home means more control over your life, even if that means life is less social. We encourage you to focus on how efficient you can be when you create an environment that meets your work and personal needs.

Working from home tips:

1. Have a definite time in which you start and end your workday.
2. Drink way too much water.
3. If you need to get outside to go for a walk or stretch, just do it.
4. Keep your phone on silent for periods of time and always turned over.
5. Protect your schedule, structure, and routines: include meals, exercise, sleep, recreation, and inspiration.
6. At the end of your workday, create a prioritized to-do list for the next day.

We have created this series of free Zoom trainings that we hope will brighten your day.

In gratitude,
Marilyn and The Consulting Team

P.S. We invite you to enroll in our next free webinar next Monday, April 27. See next item below for details.

Senior associate Kathye Citron facilitates our...



FREE 30-min. Webinar on Mon. April 27: **Best Practices for Working From Home**

Do you find that it's hard to get started in the morning? Are you distracted by your family, pets, friends and the other things you could or should be doing that have nothing to do with your workday?

This training will give you tools to be successful and meet your goals despite the challenges you face. Surprise your boss, your team and yourself with good, timely results and a healthy, positive attitude.

- Learn how to handle distractions and concentrate on your goals
- Use tools to have your family respect your time and space
- Manage your stress and keep healthy
- Find the best approaches for managing your time

Please join us for this free 30-minute Zoom session,
led by senior associate Kathy Citron
Monday, April 27, 11:00-11:30 am Pacific.

*Limited space: confirm your seat and receive log-in details
when you email Admin@TheConsultingTeam.com.*



**Our new Online Trainings for Today's World:
(from 90 Minutes - 3 Hours)
Ask for our April/May discount**

**Managing People Virtually and/or Face-to-Face
in Challenging Times**

The challenges you face as a manager are intensified during a stress-filled time. This session will teach you how to solve problems collaboratively, even with staff working at home. You will learn a technique called RASA listening, which works in person and remotely, and get practice using Appreciative Inquiry, a method for engaging teams and collaboratively problem-solving by building from strengths and opportunities.

Managing Crisis and Change: Surviving in a State of Flux

In a time of crisis, it is especially critical to navigate the territory well for ourselves, our co-workers and families. This session will provide the tools you need for moving through change and self-care so you can proactively navigate and land smoothly in a new reality by using the stages of processing trauma to know where you are and what's next.

**Applying Emotional Intelligence in a Time of Stress
and Uncertainty**

During times of uncertainty people look to their managers to provide clarity that will enable them to deal with chaos, overcome challenges, and achieve shared goals. Emotional Intelligence equips managers to recognize their own and others' behaviors and make choices to improve workplace

performance and productivity. This session will provide you with easy to implement tools you can apply immediately.

Think on Your Feet: How to Think, Speak and Act in the Moment in Person and Virtually

During this pandemic We're all improvising. Your ability to think, speak and act in the moment is essential. In times of turmoil, transition or stress, learn to rely on your instincts to be decisive, confident and creative. Let us help you to be brilliant...in the moment.

Facilitating Effective Online Meetings

Learn techniques for effectively facilitating online meetings and keeping direct reports engaged to maintain productivity and unity while working at home. Discover techniques for generating more buy-in, energy, collaboration and results, from planning to facilitating to evaluating your meetings. Leverage online tools including polling, whiteboards, breakout rooms and techniques to maintain focus and interest.

Stress Reduction Strategies for Working from Home: Don't Distress...De-Stress

Working from home introduces all new variables into your work life. Learn best practices for maintaining your physical and emotional well-being while working from home. From activities to relieve tension in from your temples to your toes, to breathing techniques for stilling your mind, heart rate and breath, to re-centering yourself and improving your concentration, you can create new routines for success. Take control of your work environment, schedule and productivity.

Managing Multiple Demands and Prioritizing While Working from Home

Adjusting to working from home indefinitely is a big challenge for us all. We'll share best practices for managing your time and work load, mood and environment, with this webinar full of strategies, tools and tips for maintaining focus, avoiding distractions, maximizing productivity and avoiding burning out. We'll analyze your schedule, space, frame of mind and help you get the upper hand over your environment and workload. You'll be amazed at the difference you can achieve.

For information on outlines and scheduling contact [Marilyn Manning](#)

You can also reach us by phone: (650) 965-3663



Have You Considered 1:1 Tele-Coaching?

During challenging times your role as a supervisor, manager or leader can put you in unfamiliar situations without experience to fall back on. We can help. Our 1:1 Tele-Coaching helps new supervisors and managers, directors and c-suite leaders identify and address unique challenges arising from crises like our current pandemic.

Among the areas our Tele-Coaching helps clients:

- Have critical conversations to head off conflict
- Coach stability in the midst of change
- Stay positive and keep your team positive
- Coach and motivate your employees remotely
- Getting the most of your 1-on-1's while leading remotely
- Revise goals and plans due to disruptions
- Coach a struggling employee

To learn more about our Tele-Coaching please contact [Marilyn Manning](#).

You can also reach us by telephone: (650) 965-3663.



Contact The Consulting Team to learn more about our online training, one-to-one virtual coaching and consulting assistance for leaders and employees.

Call us at 650-965-3663
or email us at M@TheConsultingTeam.com
for more information.
www.TheConsultingTeam.com

The Consulting Team

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