Work/Home Balance for Off-Site Employees

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CSE 2016 - May 17, 2016
ACS Chemistry for Life
American Chemical Society
The ACS Vision: Improving people’s lives through the transforming power of chemistry.
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The ACS Vision: Improving people's lives through the transforming power of chemistry.
Staying Focused

- Designated office space
- Clean and tidy
- If you have children at home, a door that closes is very beneficial

Staying Organized

- Prioritized To-Do List
- Scheduled Meetings
- Calendar Reminders
Staying Organized

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Staying Connected

- Instant Messenger
- Teleconferences
- Email

Isolation
- More difficult to be company savvy/politically astute
- Harder to have the whole picture/read into things
- Lose track of the bigger picture, your place in the company
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Big Distractions - Avoid

- Starting household project
- Major cleaning
- Involved cooking
- Big discussions with family/friends

Small Indulgences help curb distraction

- Read a short book to your kid
- Change out a load of laundry
- Put something in the slow cooker
- Briefly check your phone
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**Staying Focused**
- Engage with your space
- Keep it tidy
- Use mindfulness or lecture in a quiet environment every morning

**Staying Connected**
- Instant Messenger
- Teleconferences
- Email
Work Distractions

- Manage meeting time
- Unavailable times on your calendar
- Shut down the IM
- Put up your OOO email for a short time

Home Distractions

- Is there a better time of day for meetings in your space?
- Get some life tasks out of the way early
- Take short breaks to address life tasks
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- Get some life tasks out of the way early

- Take short breaks to address life tasks
Face Time!

- Is there another employee near you?
- Is there a HQ where you can go?
- Conferences
- Face to Face meetings
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Home Distractions

- Don’t overcommit your time to avoid being overwhelmed
- Lay down the unreasonable boundaries
- Say these things at the proper times