

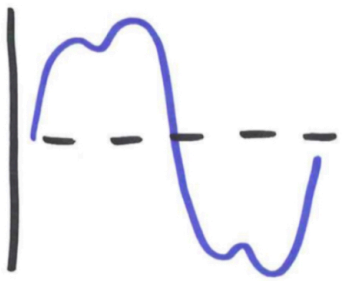
TIME MANAGEMENT



Working
@Home

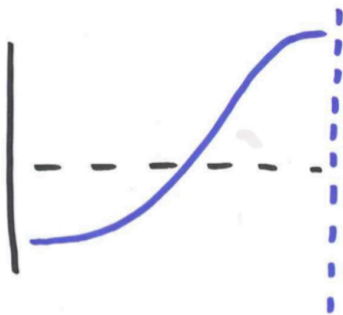
FOLLOW YOUR FLOW!

Weet jij wat je natuurlijke ritme is? Kijk anders eens naar de voorbeelden hieronder. En probeer dan je pieken te vergroten door je dalen te gebruiken om op te laden. Onderdruk ze dus niet, die dalen, maar houd rekening met ze in je planning. Ze zorgen namelijk voor hogere en langere pieken en ze helpen voorkomen dat je jezelf uitput (en daar wordt niemand beter van).



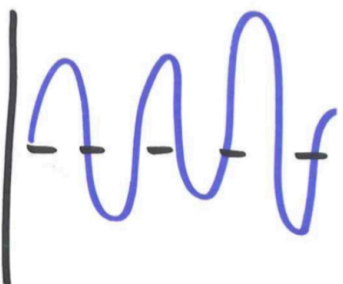
Morning person: You perform best in the morning.

What are your most important tasks or essential activities? Make use of your natural focus and schedule them in the morning. Plan more relaxing activities in the afternoon. Does your energy tend to peak in the afternoon or evening? Then take an easy start and have your most important tasks and meetings later in the day.



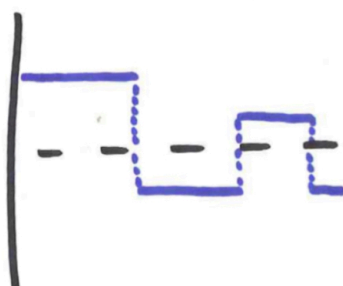
Deadline lover: You prefer working towards something

Make sure you have (mini-) deadlines in your calendar. Ask for example for a timeline when people hand you tasks or create interim milestones for longer projects. What might help as well: schedule a sports or social appointment at the end of the day, to get you up to speed during the day.



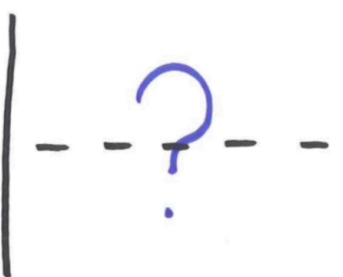
Bouncer: Your energy goes up, and down (and up, and down).

Schedule regular short breaks. This way, you force (or allow) your energy to drop, so it can rise again later. Accept that you probably will finish most work in short but highly effective time-slots. Use those peak performances and allow yourself to recharge in between. Extra tip: plan 45-minute meetings!



Planner: You perform best when you have time.

Make sure you organise your calendar in a way that you allow yourself enough hours to complete important tasks. Because refocusing or restarting takes you a lot of time, try to avoid stressful appointments after or any distractions during those working hours. Mute your phone, chat and email, in the end it will save time!



Question mark: Your energy flow is different every day.

For you, variety is the basis for focus and motivation. Make sure no day, week or month is the same. In the meantime, try to allow your energy to dip when it does. Do not worry if it takes hours (or days). Your energy will come back and your effectivity will be sky high for a longer period afterwards!