# WR6 Routines Transcript

This is video six of the working remotely be connected modules. In this video, we're starting to look at some of the social and behavioural structure you can create, to make working at home, more effective, and easier for you, and other people that you're working with. In Video six this video we're starting this by looking at the routines that you can change or set up for yourself.

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Welcome back to the videos for the working at home, working remotely module. So until now, we've been looking at how do you create the physical structure to make it easy to work remotely. The next videos, this one starting on routines, is we're really looking at the social and behavioural structure that you can set up: for yourself and for also the other people around you, and with your colleagues at work to help make it easier for you to work remotely and collaborate together.

So the first thing we're looking at is your routines. Because what you probably have noticed is when you're working from home, you have lost your usual routines that you would have every day if you are commuting into your office space. And it's surprising how much these routines make it easy for you to work and get into your work. And part of it is because your routines are part of creating a habit, and a habit is a way for you to put regular activities, behaviours, actions into a kind of muscle memory so that it reduces the resistance for you to have to think “what do you do next?”. And so it becomes a habit you're not constantly having to think about “what do you do now”. And we get into the habit of getting into our workspace, and what that also does which we talked a bit about in the earlier sessions, is that it creates a habit of getting into the mindset of being at work. So this is a very much more about your behavioural structure to help you focus, and be in work mode, I suppose is how we would talk about it.

So it's about getting into the habit of going to the workspace, which is why we talked about creating an actual space that becomes your workspace, a physical space within your home. Getting into your workplace we were meant mentioned as part of a ritual and again that's getting into your mindset and is part of creating a daily routine. And so by creating a habit you do this, then you do that, it means that you're not wasting time thinking about, what do I do now it's automatically do that. And there is a comfort, a habitual comfort. Our brain likes certainty and predictability, so when we're doing a routine, that can settle us. So if we're feeling stressed, having a typical routine that we get into helps to reduce our feelings of stress and the uncertainty of getting into doing something different and new, and working from home can be very stressful, so creating routines for ourselves, to reduce what we have to consciously think about, and to have that familiarity of it will really help to reduce feelings of anxiety and stress and uncertainty.

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So think about what is your usual work routine? And what is your usual home routine? So if you are typically commuting into the office, you'll get up at home, you'll do all the normal home routine things. You know. You wake up, and you maybe have a cup of coffee or have breakfast, you have a wash, you clean your teeth, you know all the getting going in the morning things you do, you know you get yourself presented, you put on the clothes that are appropriate for that day. If you're going into work you'll put on clothes appropriate for your working type and the office that you're in, or the location where you work, if it's an outdoor type work perhaps. So, what you're doing is you're getting yourself ready for work. So we need to think about how you're getting yourself ready for work when you are now working in your home space. And then you will commute to work. So how do you create a bit of a commute to work in your own home space? And if you are someone who works regularly from home, you may have set up a whole home office. One of my colleagues, is has been working from home for about 20 years and she decided that actually what she would do is create her own commute. So she was preparing, at the time she was running some triathlons so running, swimming and cycling, so she decided her commute was to cycle once around the block and it would be 10 maybe 15 minutes. A good cycle ride. It was good and energetic and it woke her up and brought her that space of moving away from being at home and then she'll come back to the same home she'd left just 15 minutes ago, but she would now be arriving at work. And she said that made a huge difference to her ability to just let go of all the things that been on her mind before and come in and be focused at work, with the added advantage that she'd had some exercise ,she'd re oxygenated herself. And it was putting her brain into a really good capacity for constructive work and focusing and getting things done. So just think about what kind of routine we have for moving from your home space into your workspace, even if that is a workspace within your home environment,

Thinking about your normal routines: maybe you typically would meet someone for coffee. You'll have various kind of meetings, and now all of that has been shifted, now that we're working from home and you're working with colleagues online perhaps. So the other thing that we need to think about because we're blending our time at home we are, if it's during the restrictions with COVID, all the family has been constrained to living and working at home and on top of each other. So you're going to have to schedule your own routine in line with their routine. We'll talk a bit more about how we manage others and expectations around us. But thinking also about how you're blending your routines and how you need to have them interlocking so that it works for you and for everyone around you, and you're not all trying to do things on top of each other.

And what's your evening routine? What is your routine for closing the door on work for leaving work and again if you have a commute that's your time for perhaps reflecting on what was happening at work and putting that to bed so you can come back to it afterwards. And how do you then open yourself up to fully be home, stop thinking about work, and now focus and be fully present, and with the rest of your family members now that it is not work time. And so this is where later on you'll want to be collaborating so that your routines interlock and so you might have some together time when all of you are “not in work mode”. And that's when you can start thinking about what do we do for fun, what do we do for exercise, what do we do for re energising and renewing, and how do they, we want to do that together.

So, again, thinking about your daily routine, what have you lost? That's your usual routine, whether that's leading part of your usual home routine as well. And your normal work routine so how do you create a new routine? So what I'd love you to do just after this video this is a short one. Think about what is your routine, your children's routine, your partner's routine, your colleagues’ routines? What are the routines that you've lost? And how will you set up a new routine for the current times that you're working with that aims to keep something of all of them, but actually works and flows in this new format. So that when you're at work, you're really showing up at work and you're fully present and in work and equally when you are in home mode you're fully present and you're showing up in (work. Sorry) you're showing up in home after work, and not trying to be doing both at the same time in your mind. So that you're really fully present in whatever you're wanting to be doing. So, use worksheet for looking at those things and we'll come back to the next video afterwards.