



7 Habits

to Working Effectively from Home

We came up with this resource '**7 Habits to Working Effectively from Home**' and we hope that you will find it useful in helping you to start thinking of how you can adopt these habits and build them into your daily routine.

In each habit, we have posed three questions that we like you to think about. Some of these may have answers, some may trigger deeper thinking. There is also a statement that we like you to complete – “My actions will positively impact...”

Pen your thoughts down.

Each page will end with three resources: two links to reading materials and one link to a video. As you read and watch, put down your thoughts as well.

You need not rush to complete one habit each day, take time to ponder and set realistic steps to make the habits stick. It has to be attainable and sustainable for you. Make adjustments if you need along the way.

Do not give up if you feel that you can't do it on certain days! Continue and continue and you will come to a stage when it becomes easier and more natural to you.

If you like to bounce off ideas with us on how you can do this better, drop us an email at enquiry@5hue.com.

Stay connected.

Cheers,

Learning folks at 5hue

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

Aristotle



1. Be Early.



2. Begin with a List



3. Do the Hard Things First



4. Connect with Others



5. Be Intentional



6. Get Creative



7. Sharpen Your Skills

1. Be Early.



“Early to bed and early to rise makes a man healthy, wealthy, and wise.”

Benjamin Franklin

Questions...

1. How will waking up early make a difference to my personal productivity?
2. What is my greatest challenge in trying to wake up early?
3. What can I do during the early hours so that it sparks joy in me?

My actions will positively impact.....
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Resources

1. [12 Ways to Smoothly Start Waking Up Early.](#)
2. [How I became an Early Riser.](#)
3. [Why Billionaires Wake Up at 4am.](#)

2. Begin with a List



“Plan your work, and work your plan.”

Napoleon Hill

Questions...

1. How can I increase my productivity with this list of tasks?
2. Besides me, who is the next best person to take on some tasks on my list?
3. When is the best time to prepare my to-do list?

My actions will positively impact.....
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Resources

1. [A Beginner's Guide to Getting Things Done.](#)
2. [How to Write a To-Do List that You Actually Stick to.](#)
3. [Book Review: Getting Things Done by David Allen.](#)

3. Do the Hard Things First.



“The key is not to prioritize what’s on your schedule; but to schedule your priorities.”

Stephen R. Covey

Questions...

1. What are my main distractors?
2. What is one thing that will motivate me to start on the most challenging task first?
3. How can I stay focus when I feel like giving up?

My actions will positively impact.....
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Resources

1. [Three Reasons to Do the Toughest Thing Right Away.](#)
2. [Eat the Frog: A Practical Approach to Reaching Your Goals.](#)
3. [Using the Eisenhower Matrix.](#)

4. Connect with Others.



“The meeting of two personalities is like the contact of two chemical substances: if there is any reaction, both are transformed.”

Carl Jung

Questions...

1. What are the three things that matter to me in a quality relationship?
2. Who are the three most valuable persons that I want to connect with this week?
3. How can I be of value to these three persons that I am connecting?

My actions will positively impact.....
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Resources

1. [The Secret to Making Zoom Meetings Meaningful with Co-workers.](#)
2. [The Positive Psychology of Successful Relationships.](#)
3. [How to Sustain Meaningful Relationships \(near and far\).](#)

5. Be Intentional.



“Nobody finishes well by accident.”

John Maxwell

Questions...

1. How can I be more purposeful in listing down my priorities?
2. What kind of tasks will bring greater value and meaning to me?
3. What is really, really important in my life right now?

My actions will positively impact.....
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Resources

1. [9 Tips to Become an Intentional Leader.](#)
2. [The Helpful Guide to Living an Intentional Life.](#)
3. [John Maxwell: Intentional Living.](#)

6. Be Creative.



“Creativity is intelligence having fun.”

Albert Einstein

Questions...

1. What are three things (e.g. baking, sewing, skating, painting, parkour) that I have never done before and I like to try?
2. How can I push myself beyond my comfort level to explore new experiences?
3. Who can I get along to join me in this new exploration?

My actions will positively impact.....
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Resources

1. [How to Stay Creative While Working from Home.](#)
2. [Clever Tips and Creative Ideas for Working from Home.](#)
3. [TED Videos on Creativity.](#)

7. Sharpen Your Saw.



“In the beginner's mind there are many possibilities, but in the expert's mind there are few. .”

Shunryu Suzuki

Questions...

1. What new skills will make me perform better in my current job?
2. What is one area of my work that I feel that I can do better?
3. What is one book that I've been putting off reading?

My actions will positively impact.....
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Resources

1. [25 Ways to Develop a Growth Mindset.](#)
2. [Sharpen the Saw.](#)
3. [Speed Learning: Learn in Half the Time.](#)