



**george james** ltd



# TIPS & HINTS GUIDE

## Working From Home & Staying Positive

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## **Tips and Hints Guide to Working From Home and Staying Positive**

As salespeople, we are already experienced and used to doing this, so here is a refresher, things we already do, or those we know we should do.

### **Have a daily plan**

Make a list of tasks for today; those that are important for you to complete. Prioritise them and then get to work. Ticking things off your daily to do list is motivating and helps you feel productive. Have goals, check that you achieved them.

Treat days working from home as regular workdays with a start and finish time and don't forget to plan for regular breaks including lunch away from your laptop. Time away from the screen and phone energises you for the next work session.

### **Get comfortable**

If you are going to be working from home more than usual, put some thought into where you will work and how you will set up your workspace. Communicate your work plan with other people who share your home space to keep distractions to a minimum. If possible, invest in a good headset for use on conference call platforms and with your phone. This will definitely help minimise outside noise (that dog barking!) and is much more comfortable for you.

### **Stay connected**

Plan how you are going to stay connected with your customers. Many of them will be experiencing disruption to their normal working life, how you communicate may need to change. Explore all options available to you: where possible, try to use tools that allow you to communicate 'virtually' face to face by phone or online. We know that our influencing skills are so much more effective with nonverbal cues, so using video calling on your phone, or switching the camera on will make your discussions more meaningful and valuable for your customers and you.

It is also important to stay connected with you colleagues, we are social creatures so plan time to have those social interactions, seek support and share good ideas.

Also make sure you keep your manager informed of what you are doing, progress you are making and goals that you have achieved.

Now more than ever, be disciplined in your use of email. It can be very tempting to get drawn into multiple chats and discussions on email, the bulk of which will not be of high value. A good tip is to fix a time when you look at your inbox, schedule these times into your daily work plan and stick to it!

## **Your personal development**

What a great time to focus on your personal development and effectiveness. Whatever it is that you have been meaning to find time to get around to, now is the time. It could be reviewing your sales plan, cleaning up your sales funnel, researching new customers, defining next steps for all your active sales opportunities, researching for potential new customers, better profiling of customers on your CRM, the list is endless...

Do at least 1 thing a day that is outside your comfort zone per day!

Look out for on-line training, webinars and podcasts for some inspirational ideas.

Start that book you have been meaning to read – we have a great reading list of books we have read and personally recommended to us by some great business people.

## **Discipline**

Declare war on those distracting web sites and social media platforms. Turn off notifications and your personal social media during your work times. Keep to your normal working hours. Stick to your routines for getting ready for work and start times, and with no commuting you will definitely get home earlier than usual.

## **And Stay Positive**

Think about what would work for you and plan it into your day. It might be a call with a colleague, a call with a customer, it could be watching an informative TED talk to learn something new that will help you in your role in the future, for some it might just be a great cup of coffee. Whatever it is, pay attention to your well-being and actually those around you.

And finally...for sure times as we write this are very challenging however, we can get through this together – so be nice to people, help others less fortunate than you because doing that for all of us makes us feel better

If you have more great ideas, please share with us!