Tips of Working Alone from the book SOLO by Rebecca Seal

1. **How to Focus** - We check our emails on average 74 times a day! To give yourself a chance to fully focus, turn off your notifications, put your phone away in a drawer and close your email.

2. **Multi-tasking is a Myth** – Humans are not equipped to do more than one focused task at a time. When we try, we flit around, things don't get completed or done well and our brains slow down.

3. **Find yourself a Carrot** – focusing on the end results of your service or product can help you be more productive: thinking about the people our work will help or bring joy to or the ways in which our work improves the world we live in can help us be way more productive.

4. **Create Routines and Structure** – Routine is essential for focus because it helps focusing become habitual and habits require less willpower (which apparently, we have a finite supply of per day).

5. **Create Transitional Rituals** – these will signal to your brain that you are ready to start or end the day and get you into work mode, e.g. tidying the house first, making a coffee, lighting a candle to start your day and tidying your desk and reviewing the next day's work at the end of the day.

6. **Time Keeping** – know how you spend your time, write down everything you do, day and night for 2 weeks and you will be surprised at what you discover. Many people overestimate the hours they work and underestimate the time they spend on social media.

7. **Write a Realistic 'To Do' List** – don't put 30 things on it every day, it will overwhelm you and make you feel you are underachieving. Make sure you actually do the things on your list though.

8. **Mix Business and Pleasure** – Put personal tasks on your business to do list or you will end up putting them off and not tending to yours or your family's needs. Batch items for more efficiency e.g. make all your calls at the same time and complete all your finance items together.

9. **Schedule in Slack** – Allow time for unexpected items to crop up or to allow your mind to wander.

10. **Manage Interruptions** - Make a note of what you were doing, where you were up to and what you planned to do next, so you can get right back to it, once the interruption has ended.

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