

WORK FROM HOME PRODUCTIVITY



RESOURCE CHEAT SHEET

Working from home while remaining productive is an up-hill struggle for some. However, it really doesn't need to be that way. With the right mindset and discipline, you can conquer your working day and get much more done than ever before. And because you're at home, you can then reap the rewards of not having a commute, and of being in your home environment.

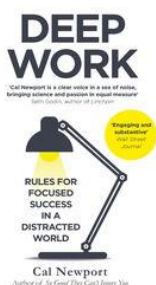
It's no exaggeration to say that you could save HOURS every day. You've read the book. Now it's time to look at the other tools, books, and resources, that can help you on your mission.

Books

Can't Hurt Me by David Goggins

This is a book that isn't about working online or from home, but is a book about mental discipline and motivation. However, it's also one of the *most powerful* books you can possibly read if you want to get more done and learn to actually go through with your plans. David Goggins is a Navy Seal who is all about getting out of your comfort zone and doing the thing you know you have to do, even when it's not what you *want* to do!

Deep Work by Cal Newport



This book is all about staying focussed intently on what you're doing and getting a lot of work done as a result.

This is a lost art, but one that can be truly transformative.

This book is a manifesto and one that ANYONE who works from home should definitely read.

Thriving in the Gig Economy by Adam Sinicki

This book is a guide to working online as a member of the gig economy. It shows you not only how to find jobs and work online, but also how to optimize your productivity and get more done such that you can design the lifestyle that you want!

***How to Save an Hour Every Day* by Michael Heppel**

This book is about time management and saving time. It applies to all areas of life, but that definitely includes working from home. Combine these concepts with those in the eBook, and you'll have so much time on your hands you won't know what to do with it!

Websites

The Tim Ferriss Show

<https://tim.blog/>

Tim's podcast and blog are among the most important resources for anyone trying to be more productive working from home or *anywhere else* for that matter. You'll find that Tim has a huge amount of advice to share himself, as well as via his many guests and interviewees.

Of course, Tim is best known for his book *The Four Hour Workweek* where he discussed effective strategies to significantly reduce your work hours while working from home. OF COURSE you should read that too!

Marks Daily Apple

<https://www.marksdailyapple.com>

This is a website about natural fitness and staying healthy and well nourished. It's extremely relevant for those that work from home, because it shows them how to look after their health and to combat some of the ill effects of staying indoors all day in front of a computer!

Savumin

<https://www.savumin.com>

Savumin is a website that aims to provide information and advice for the workforce of the future. That means that it deals with the jobs that will be most in demand over the next few decades, while also detailing things you can do to find work online and enter the gig economy!

Thomas Frank

<https://www.youtube.com/channel/UCG-KntY7aVnIGXYEBQvmBAQ>

Thomas Frank is a productivity YouTuber. While he started out talking mostly to students, he now discusses tips that are applicable to all walks of life.

Apps and Tools

The book itself lists many of best apps and tools for working online, but to briefly recap on some of the best:

- Todoist <https://todoist.com/>: A powerful todo app that lets you stay on top of your tasks list
- Asana <https://asana.com/>: One of the best collaboration tools for project management across remote teams
- Notion <https://www.notion.so/>: An incredible note taking app that many people describe as their “second brain”
- Zoom <https://zoom.us/>: The most popular tool for live video conferencing
- PayPal <https://paypal.com/>: Industry standard for sending money remotely
- DocuSign <https://www.docusign.com/>: For signing documents remotely
- GoogleDrive <https://drive.google.com/>: Cost effective cloud storage and remote collaboration through tools like Google Docs and Sheets
- Sharepoint <https://products.office.com/sharepoint/collaboration>: Microsoft’s answer to Google Drive, which integrated seamlessly with Office