

# 20 Habits For Building Self-Discipline Working From Home

A minimalist desk setup against a light gray wall. On the wall is a round wooden clock with white hands and numbers. On the desk in the foreground is a small potted plant with green leaves in a white pot, and a modern white desk lamp with a gold-colored base.

# Tip #1

## Just Start

Writers' block doesn't just affect writers – it can affect anyone. It basically means that starting a project is always the hardest part. But don't just stare at the blank page: just start as soon as possible and then plough on. You can always go back and fix it.

# Tip #2

## **The one minute rule**

If a task takes one minute or less, finish it right away. This helps you reduce your to-do list, which makes you feel significantly less stressed.

# Tip #3

## **Start your day early**

The more you do early on, the freer the rest of your day will be. And you'll feel super productive!

# **Tip #4**

## **Eat the frog**

This means you should do the biggest and most unpleasant task first. It's better behind you than in front of you!

# Tip #5

## **Block out distractions**

Try to get into a flow state. Invest in noise cancelling headphones to make this easier.

# Tip #6

## **Schedule rewards and downtime**

You can't be focussed for 8 hours in a row, so make sure your downtime is scheduled. Try the Pomodoro technique.

# **Tip #7**

## **Sleep!**

Your sleep the night before will directly impact on your productivity today. Make sure to give this a high priority.



# **Tip #8**

## **Exercise**

Working from home can mean getting zero exercise. Make sure this isn't the case by going out and running, or by lifting weights at home.

# **Tip #9**

## **Get sunlight**

Failure to do this can have similarly negative health and focus consequences.

# **Tip #10**

## **Eat properly**

Breakfast is especially important if you want to be productive. Aim for filling, complex carbs.

# **Tip #11**

## **Dress for the job you want**

Don't work in your pyjamas! It sets the wrong tone for the day and makes you feel less productive.

# **Tip #12**

## **Use Notion**

Try this amazing app for note taking and project management.

# Tip #13

## Get an Apple Watch

Not only can an Apple Watch put your notifications on your wrist (keeping you away from your phone), it can also constantly display your todo list with Todoist!

# **Tip #14**

## **Try study videos**

These let you work alongside someone else who is being productive. Many people find this very helpful.

# **Tip #15**

## **Sensory deprivation**

Sensory deprivation means using noise cancelling headphones or large screens to block out as many distractions as possible.



# Tip #16

## **Separate downtime and work time**

When you finish work you should not engage with your work in any way. That means turning off notifications, or having a separate work phone.

# **Tip #17**

## **Get social interaction**

Social interaction is highly important if you want to stay sane! Try calling people at lunch.

# **Tip #18**

## **Be inspired by what you do**

This may be easier said than done, but if you are inspired by your work and you're passionate about it, you will find it to be intrinsically motivating.

# **Tip #19**

## **Start tomorrow's job**

Start whatever you have to do tomorrow before you clock off tonight. That prevents you from having to start a new task first thing in the morning – which is hard!

# Tip #20

## **Create accountability**

Tell your clients you will send them your work as you complete it. Now you HAVE to do something useful with your time!