



**Working from home  
made better.**

**And more fun!**

*By*

INGER KENOBI

# Claim Your Space

I'm so glad you downloaded this e-book! You're already on your way to make work more fun and inspiring.

I am thrilled to share these ideas with you all, and I hope they leave you feeling empowered and uplifted.

Office work doesn't have to be boring. Your office shouldn't repel you. You should get to the end of your day feeling proud of everything you've accomplished.

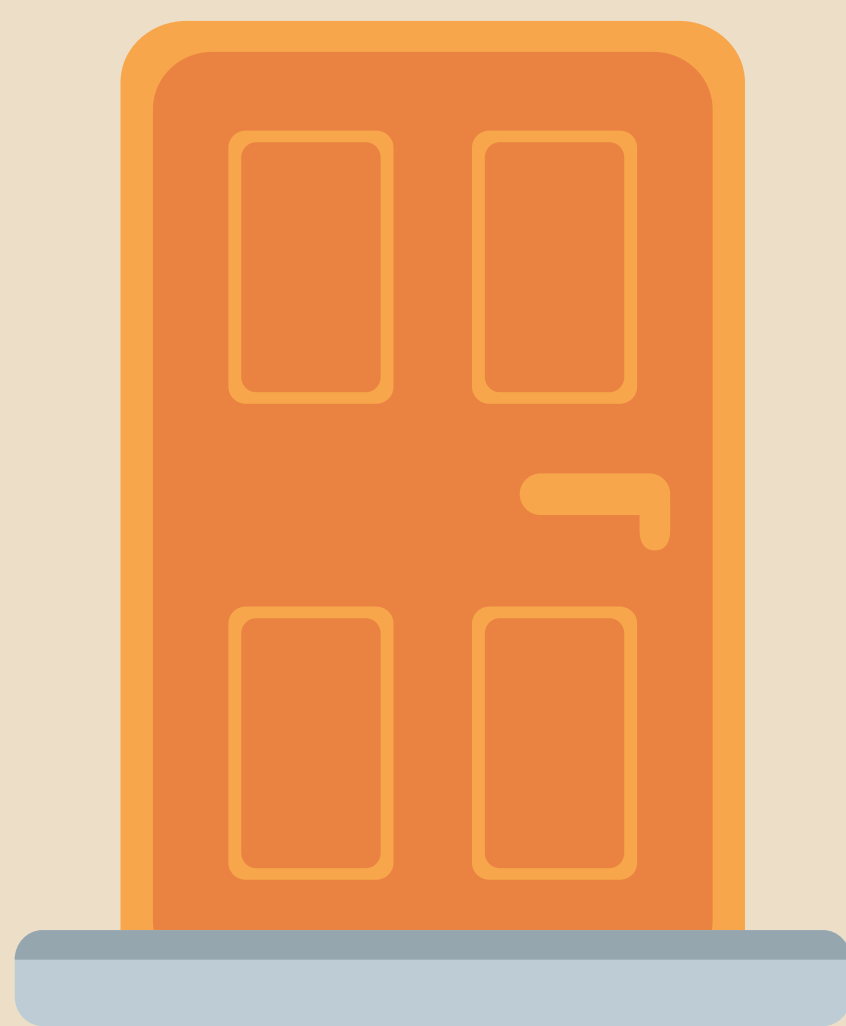
There are ways to make every aspect of your work as joyful and meaningful as humanly possible, and that's what this e-book is all about.

Enjoy!

# You ready?

I've prepared 12 main points.  
All of them are designed to get you  
going and motivated.

You ready for the first point? I've  
poetically called it Close The Door.

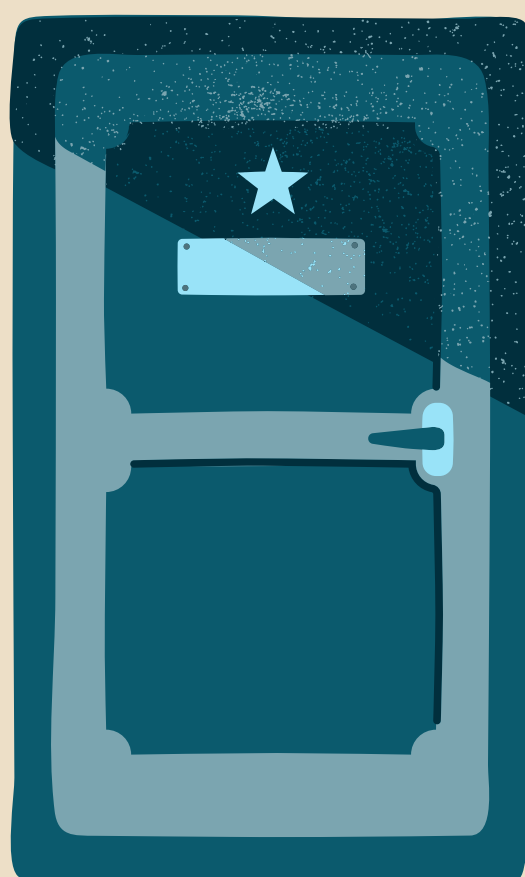


# Close the door.

If you have an entire room just for you, be kind to yourself and close the door.

Even if it's just for 20 minutes here and there.

Short bursts of focused work is more productive than sitting at your desk for hours with your attention all over the place.



# Act, don't hope.

Don't hope you won't be disturbed and overwhelmed.

Ask yourself: what makes my workday harder?

What can I do to avoid it?

How can I implement those changes?

Act on your insights.

Don't hope for the best. Take charge.



# Busy-work or big work?

Nothing is more frustrating than getting to the end of the day and find out you got nothing done.

At least nothing important.

*'How did this happen???? Again!'  
\*reaching for the bottle of wine\**

The solution is simple.

Decide which tasks and projects lead to actual results and which ones amount to nothing.

Are you doing big work or busy-work?

Be honest.



# Step away from the machine.

Every 50 minutes take a ten minute break.

You think you don't have the time. *You do.*

You think you'll spend that time scrolling on your phone. *Don't you dare.*

Instead, step outside, stretch, or make a fresh cup of your favourite beverage.

Fun!



# Did I ever tell you about. . .

...the time I ran out of paper?

Nope!

That would be a really boring story.

But seriously, nothing makes home-office life more *booring* than running out of stuff.

So overstock, overstock, overstock.

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# I don't know about you,

but I love flowers.

So did my previous boss, the Norwegian Ambassador  
to the UK.

He always had a vase of beautiful flowers on his  
desk.

Flowers make us happy and healthy, so treat yourself  
to an office plant or a beautiful bouquet.



# Dress the part.

They say that 90% of success is showing up.

But showing up as what?

As a walking cadaver?

As someone who hates clean clothes?

As someone on the run?

Dress for the energy you want to send out  
into the universe.

Let your clothes outrank your tasks and raise the bar.



# Speaking of outranking. . .

Let your workspace outrank your current circumstances.

Most people I work with say: I'll clean my office when I'm more successful. Or: I'll get that new chair when I feel I deserve it. (So. . . *never.*)

If your role model came to your office, would you feel proud or ashamed? If the latter, upgrade your workspace to match your highest vision of yourself.

Keep it clean and inviting.

Be proud of your workspace and the work you do there. Don't save the best for *later*.

You deserve the best.

Always.

Right here and now.



# It's a wrap!

Parkinson's law reminds us that, "work expands so as to fill the time available for its completion."

This is why I give myself deadlines.

If I tell myself I have to be done by 4, I'll be done by 4.

If I give myself until 6, by 5:55 I'm still at my desk.

Deadlines work.

Every single time.



# Speaking of time. .

When working from home it can be tempting to keep flexible hours and work whenever.

As a result you'll feel like you're always working and never really have any time off.

Yikes!

So keep regular office hours.

They can be whatever you want them to be, but stick to them.

Future you will be so grateful.



# What else?

- Claim your space. Just because laptops and wi-fi allows us to work all over the house, doesn't mean you should. Choose a location and feel yourself get more grounded and present.



- Unless you're expecting a call, turn off the phone and leave it in another room.



- Don't eat at your desk. Get up. Breathe. Have a break. Enjoy your meal!





What you seek is seeking you.

-Rumi