

# Flourishing Remotely

DR KRISTY  
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## *Neuro-productivity tactics to optimise your workday*



### REMOTE WORK SHIFTS

The shift to remote work poses both opportunities and threats to knowledge workers' productivity and wellbeing. The chief threats are workers are now facing digital bombardment from an array of digital communication tools (such as email, Slack, Teams, WhatsApp), they're participating in increasing virtual meetings that are taxing, are often working in an environment that is different to their normal working environment which the brain finds confusing and they have a propensity to be 'always on'.



### 4 STEP, SCIENCE-BACKED SYSTEM TO PLAN YOUR WORKDAY

1. Establish a chronotype-based schedule
2. Control and timeblock your calendar
3. Use neuro-productivity tactics to optimise your productivity
4. Disable digital distractions during your focus sprints

As a team, communicate your focus times to your colleagues, strategically plan your meetings and determine the digital rules and parameters with a digital policy.



### 1. CHRONOTYPE-BASED SCHEDULE

Determine your chronotype- are you a lark, middlebird or owl? Take the assessment here. Research from McKinsey & Company (2013) found that people who carved out peak focus hours were 5 x more productive than those who did not. People only tend to do it for 5% of their day, but if increased to 20% it would double your productivity. Map your workday to your chronotype by doing your 'deep work' (mentally challenging tasks) when your focus is at its peak and 'shallow work' when your focus is waning. Importantly, build a fortress around your focus by disabling as many distractions as possible when doing deep work.

“THE WAY WE WORK HAS SHIFTED- WE HAVE NEW WAYS OF COMMUNICATING, NEW PLACES WHERE WE'RE WORKING & NEW HOURS OF WORKING.

OUR BRAINS AND BODIES HAVEN'T EVOLVED TO COPE WITH THESE DEMANDS. SO WE MUST WORK WITHIN OUR BIOLOGICAL CONSTRAINTS.”



## About Kristy

*Dr Kristy Goodwin is one of Australia's leading digital wellbeing researchers, speakers, authors & media commentators. She provides brain-hacks for peak performance in a digital age. Kristy helps corporate teams and high-performers optimise their wellbeing and productivity so they can thrive in the digital world.*

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## 2. CONTROL & TIMEBLOCK YOUR CALENDAR

Timeblocking your calendar protects one of your most important resources: your time! Your brain likes predictability and has anticipatory neural pathways. Plan your deep work periods, rest periods and shallow work periods. Create a cadence to your weeks. Can you batch tasks together on certain days? Consider creating an 'ideal week' plan that reflects your values and priorities (this forces you to plan your leisure activities). If you plan your time, it stops others planning it for you (with meeting requests).



## 3. USE NEURO-PRODUCTIVITY TACTICS

Three basic techniques to optimise your focus:

- 1. Sprint**- our brains have ultradian rhythms, meaning our energy goes through peaks and troughs approximately every 90 minutes.
- 2. Protect your mental load**- your brain has a finite cognitive load. Try to mono-task (not multi-task), have a capture list (and then add tasks to a triaged to do list) and protect your sensory system- (reduce digital clutter, work in a consistent place, wear headphones, listen to music, have power up & power down rituals).
- 3. Breaks**- take regular breaks (micro, meso and macro) and apply the REMNAC principles to breaks (rest (close eyes for 10 seconds), exposure to natural light, movement, nature, autonomy and connection).



## 4. DISABLE DIGITAL DISTRACTIONS

We're distracted by technology, humans and internally. You have the greatest control over digital distractions, especially during focus periods. At an organisational level establish communication plans and policies (to manage 'tech-pectations') and prescribe meeting-free times of the day. At a personal level manage your notifications (bundle essential notifications & create VIP notifications), set up Do Not Disturb mode (on your devices & workstation) and use tech tools to prohibit certain digital behaviours. I recommend Rescue Time, Pocket, Forest. There are a multitude of other strategies you can implement in my **Digital Wellbeing Reset** program. You can use the promo code DWC20 to receive 20% off fee.

“ WE NEED TO APPLY OUR KNOWLEDGE OF HOW THE BRAIN AND BODY WORKS BEST TO THE DIGITAL ENVIRONMENT WE'RE NOW WORKING IN. ”



## Let me help you to thrive in the digital world

*I share regular tips and tricks on social media (the irony isn't lost on me) and in my newsletter. Access my FREE eBook Five Essential Digital Productivity Hacks (sign up here and I promise not to add to your email overwhelm). I also have two eCourses that you can access at your own pace to help you thrive online.*



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