

The Working From Home Quiz

Congratulations! We are all finally working from home! No commute, work in shorts and sweatshirts, make your own coffee, take breaks whenever you want, set your own schedule! Don't worry about people breathing down your neck or looking over your shoulder. The dogs are thrilled to have you home!

Working from home sounds like a great idea, until it is not. Some people thrive when working from home while others struggle. Knowing what works best for you can be helpful to maximizing your productivity, decreasing your frustration, and staying on-track.

We all have a working-from-home personality. Take this short quiz to see what you need to do in order to maximize your time and resources when working from home. Rate yourself on a scale 1 through 5, with one being not at all true and five being very true.

Not at all true		Meh		Very true
1		3	4	5
	I am easily frustrated by tasks I do not want to do.			
	It takes me a long time to warm up to working first thing in the morning.			
	I am easily distracted by chores and domestic obligations while at home.			
	I don't like making a daily to-do list.			
	I like being able to work from any part of the house I want.			
	I miss working with and being around other people.			
	I like getting regular positive feedback about the work I do.			
	I look forward to video conferencing and video chats.			
	I don't like being bothered with setting up my computer's cybersecurity, making sure my internet works, and fixing my own printer.			
	I feel as though I am more distracted when working from home.			
	I would rather spend the day with my dogs or cats than my co-workers.			
	I am not so secretly relieved to be away from some of my co-workers.			

Add up all of your numbers. Now delete the answer to the last two questions, those don't count, this is just to see if you're paying attention.

/ 50

If your score is between 35-50:

It might be difficult for you to work remotely. You can be easily distracted. You may find it easy to procrastinate on projects you don't like or don't want to do. You may need to structure of an office to be as productive as you can be. While you don't necessarily like a schedule, you do like positive encouragement and reinforcement from other people. You are both energized and held accountable by being around other people. You naturally gravitate toward other people and people respond well to your friendly personality. They miss being around you too.

If your score is between 20-34:

You have discovered that some projects are getting a lot more attention because you're not distracted by all of the other people in your office. You tend to manage several different projects, and all of them want your attention. You perform best with some structure, so that you meet deadlines and don't disappoint other team members. While you like the flexibility of working from home, there are aspects to the office that you miss, especially being around other people's ideas. You schedule routine video conferences to stay on track. Your co-workers describe you as kind, hard-working, and reliable.

If your score is between 10-19:

You were made to work independently. Remote work is awesome. You are creative and you can focus from practically anywhere. You are self-motivated and you love to work. You have a high degree of work discipline, and you think like an owner. You love that you don't have to waste time with small talk, stupid meetings, or anything else that gets in the way of your focused positivity. It is easy for you to get engrossed in your work, and as a result, you may struggle with maintaining a work-life balance. You are a conscientious worker, and you derive a high degree of satisfaction from accomplishing tasks and goals. You have to guard against getting burned out. You will be one of those workers who do not relish the idea of returning to the office.

For you to be most efficient, effective, and productive while working at home, consider these ideas:

1. Set specific times to start working. If you are the manager, it may help you to have an 8 o'clock meeting every day with your team to help you stay focused.
2. Schedule your workday and let your family and friends know that those are working hours, and that you need their help so that you can get work done. You would benefit from a virtual Pomodoro session to help you stay accountable.
3. To help get focused in the morning, talk through your daily schedule and set an hour by hour agenda every day.
4. Your best ideas happen when other people are sharing their ideas and thoughts as well. Use brainstorming apps in order to capture ideas and make sure you don't lose the details.

You can make the most of this time working from home by:

1. Set up your office so that you start every day organized. Otherwise, it is easy to procrastinate on some of the jobs you don't enjoy.
2. Schedule regular meetings with your leadership and your teams to keep them on track. You are reliable and you expect others to meet deadlines as well.
3. To stay focused, consider outsourcing some of the tasks that can be outsourced. You're highly motivated by getting things crossed off your to-do list.
4. You enjoy getting great ideas from brainstorming sessions with a few other people. Consider using apps that allow you to virtually brainstorm and capture those ideas.

To make the most of your remote opportunity:

1. Set specific times to stop working. Resolve to turn off notifications and the computer at a certain time so that you can disconnect.
2. Schedule breaks, walks, and times to work out and eat.
3. Create efficiencies by scheduling meetings with others to make sure you are on the right track. It is easy to assume you are doing things right when you don't get feedback.
4. You trust your ideas, but you still need feedback. Schedule times to talk through your ideas with others to make sure your conclusions and actions are correct.