

Time Management, Goal-Setting, & Prioritisation in a Remote/Hybrid Context



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Hybrid vs Remote Work

REMOTE WORK

The practice of employees doing their jobs from a location other than a central office

HYBRID WORK

A flexible working model where employees work partly in the physical workplace and partly remotely



Pros

- Flexible autonomy of workday
- Optimised work-life balance
- Reduced commuting/travel
- Financial savings
- Reduced office distraction/interference

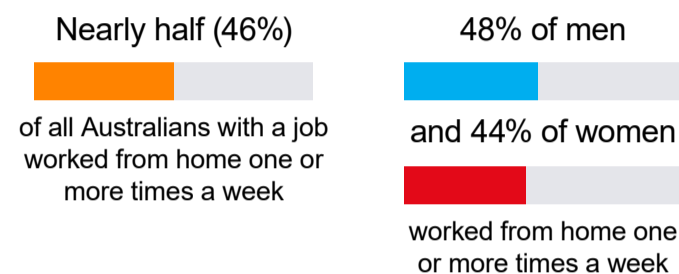


Cons

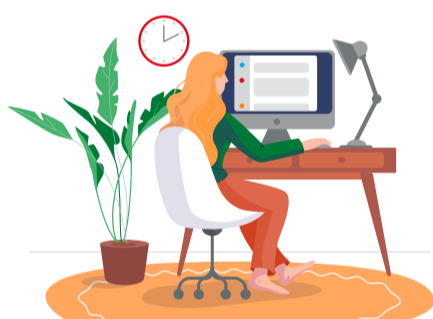
- Digital overload/fatigue/burnout
- Negative physical and mental health
- Imbalanced workday span
- Social disconnection/isolation/loneliness
- Reduced work relationship opportunities
- Work/domestic boundary interference
- Gendered distribution of labour

"The Great Reshuffle"

By March 2022



How can we manage remote/hybrid working and studying?



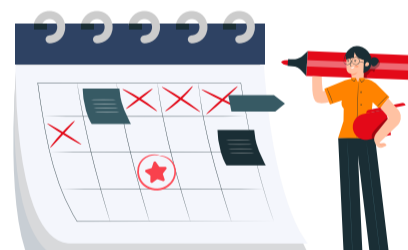
Optimising your work/study environment

- ✓ Create a 'space': Quiet spaces vs Open spaces
- ✓ Take breaks and move!
- ✓ Stay connected socially (even if virtually!)
- ✓ Stay disconnected virtually when not needed



Planning, preparing, and prioritising your time

- ✓ Work your schedule around your peak performance times
- ✓ Schedule meetings during your unproductive times
- ✓ Schedule breaks
- ✓ Eliminate digital distractions during focus time
- ✓ Block non-work hours and 'switch off'



Understanding your performance preference for optimisation

- ✓ Discover your chronotype
- ✓ Align it to your actual life
- ✓ Alter work routine/study expectations or structures
- ✓ Organise tasks based on whether they are **analytical** or **creative**
- ✓ Create a plan and schedule that works with all of the above



Setting achievable goals and small wins (like building a house)

- ✓ What are the **starting blocks** to lay the foundations for goal success?
- ✓ What are the **small steps** or **building blocks** (quick wins)?
- ✓ What is the **scaffolding** needed to slowly and steadily build up to your goal?
- ✓ What is the **'roof'** to celebrate our achievements?

Concluding remarks: Have realistic expectations and reflections



- Be realistic and real on your life juggling work/study and motherhood
- Be flexible and fair on yourself
- Be kind and practise self-care
- Monitor and reflect on what happened, why, and what could be done differently?
- Find and lean on supports
- Use humour!