

Working Effectively From Home

FURTHER INFORMATION

The Basics

Further reading:

<https://sloanreview.mit.edu/article/what-you-wear-can-influence-how-you-perform/>

Take Regular Breaks

Further reading:

<https://www.forbes.com/sites/alankohl/2018/05/29/new-study-shows-correlation-between-employee-engagement-and-the-long-lost-lunch-break/#32cb02a34efc>

<https://www.smh.com.au/lifestyle/life-and-relationships/tricks-for-taking-effective-work-breaks-while-you-re-at-home-20200405-p54hbu.html>

Turn Off Notifications

You can find your own usage statistics in the settings of your smartphone. Try searching for battery or digital wellbeing.

Further reading:

<https://blog.rescuetime.com/screen-time-stats-2018/>

Your Work Space

Further reading:

<https://www.techs.co.nz/benefits-from-using-dual-monitors/>

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0006/83067/guide-ergo-comp-workstations.pdf

Keeping Up to Date

Providers of technical content and CPD:

TAL Risk Academy: <https://adviser.tal.com.au/risk-academy>

Zurich Zone: <https://www.zoneeducation.com.au/>

Netwealth: <https://www.netwealth.com.au/web/insights/>

Macquarie Little Black Book: <https://www.macquarie.com.au/advisers/little-black-book.html>

Macquarie Big Black Book: <https://www.macquarie.com.au/advisers/little-black-book.html#big-black-book>

AFA Webinars: <https://www.afa.asn.au/webinars>

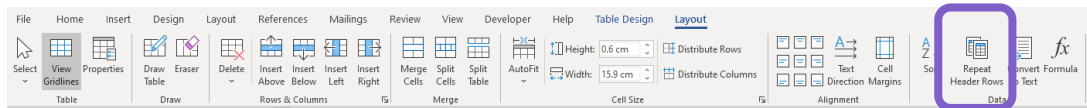
IFA: <https://www.ifa.com.au/>

Money Management Magazine: <https://www.moneymanagement.com.au/>

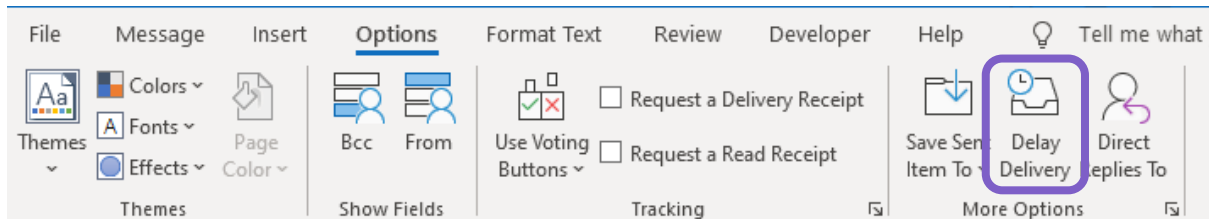
Professional Planner Magazine: <https://www.professionalplanner.com.au/topic/magazine/>

Jade's Top Hacks

The 'Repeat Header Rows' button can be found under *Layout* when a table is selected:



The 'Delay Delivery' option can be found under options when in an Outlook message:



The 'Quick Access Toolbar' is at the very top of your window in MS Word (where the small 'Save' icon is by default). Watch Lia's video below to see how to customize this.

Lia's Top Hacks

Instructions on installing the 'Calculate' button:

<https://speckyparaplanners.com.au/2020/05/25/the-calculate-button/>

The 4D's when sorting emails:

- Delete
- Delegate
- Defer
- Do

The 'Navigation Pane' can be turned on or off under *View*:

