



WATCH & LEARN: NEWS & CURRENT AFFAIRS

HEALTH & SAFETY: COVID-19

TIPS FOR WORKING AT HOME (3:22 min)

VIDEO Script & Vocabulary (page 1 of 2/v1125)

INTERMEDIATE (B1 - B2) AND ABOVE

- ◊ Read the script and note new vocabulary
- ◊ Write three sentences using new vocabulary
- ◊ Prepare for the discussion questions

Starting
Off

Productivity expert Holland Haiis gives tips on how to work from home without letting your productivity — or well-being — suffer.

- 1 Read the **Video Script** below. The words in **bold** are defined in the **Vocabulary** section. Look up any new words in a dictionary.
- 2 Go to the **Your Turn** section at the end of this document. Practice using new words and expressions from the video script to prepare for your next class.
- 3 Look at the **Discussion Questions** and prepare your responses for the next class.

Video Script:

How to Survive Working From Home

Clock in On Time

Holland Haiis, Productivity Expert: In **setting up** the best system we want to look at a **schedule**. Scheduling ourselves **first thing** in the morning by setting our alarm clock, taking our shower, dressing for work, the same pieces that would go into the puzzle of our morning routine if we were leaving the house. What we want to avoid is - there's a **trap** of sleeping a little longer, maybe an extra hour, not showering, **jumping up**, being in our bathrobe, hitting the on button for our **laptops** and then starting to work.

Make a List

Take out a pad, maybe it's a single sheet of paper, whatever works for you, and write down your three top priorities for the day. What are the tasks that you really need to accomplish today? How do you need to move your projects forward? And you can **refer back** to that as you *may*, during the day, fall down that **digital rabbit hole**. We want to be able to quickly access, hey, wait a second, I'm a little **off track**, let me get my brain **back on track** and let me look at what it is that I really need to work on today.

Hit Pause

Take **micro-breaks**. We know that when we take micro-breaks it actually relaxes our brain and when we relax our brain it **reenergizes** us, it reengages us and we make less (*fewer*) errors. Go to the window, look outside, take a pad of paper over to a different chair, give yourself five minutes, **doodle**. We've got to **mix it up**. We want to we want to keep a schedule and, at the same time, we want to be flexible enough to mix it up.

Don't Go "Home" in the Middle of the Day

While it's **tempting** to turn on the television, maybe catch up on a favorite program or it might feel really good to put a load or two of laundry in and get that done, you've got to remember that your **sticking to** the schedule of I'm working from 8:00 to 5:00, 9:00 to 5:00, 9:00 to 6:00. You're not managing your home right now. You're managing business.

Video Script continued on next page...

Discussion Questions:

- ◊ How have you managed your routine while working from home during the Covid-19 confinement period?
- ◊ Do you find it important to stick to a schedule when working from home? What are some of most important things that help you get through the day?
- ◊ Has the extended period of working from home made you feel like you'd like to do more or less of it in the future?

Vocabulary:

- **set up** - arranging; organizing
- **schedule** - a plan for carrying out a process or procedure, giving lists of intended events and times
- **first thing** - early in the morning; before anything else
- **trap** - an unpleasant situation from which it is hard to escape
- **jumping up** - getting out of bed very suddenly
- **laptops** - portable computers
- **refer back** - consult
- **digital rabbit hole** - a book that reveals that we are becoming captive in the digital universe. The portals are smartphones and the world is the Internet.
- **off track** - digressing from our main focus
- **back on track** - returning to main focus
- **micro-breaks** - very short pauses
- **re-energize** - give fresh vitality to
- **doodle** - scribble absent-mindedly
- **mix it up** - diversify a routine
- **tempting** - have an urge or inclination to do something
- **stick to** - not digress from; adhere

Vocabulary continued on next page...





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Video Script continued...

Clock Out On Time

Set the time that you're going to end your day. Don't let it **drag**. I'll do it after dinner and then it's 8 o'clock and then you say, well I really need to finish this project and then you go to 10 p.m. and then you go oh my gosh it's 10:30 but I'm not done with the project and I said I was gonna finish the project **no matter what. The next thing you know** it's 1:00 in the morning. So the way that you can make sure that you avoid that is set your start time set your end time. It's like **bookends**. Make sure you've got two bookends to your day.

Keep Moving

You *can* go out and take a walk even if you walk around a parking lot, even if you walk around your backyard or you walk through your **neighborhood**, but there are ways that **we can make this work** and we can still get exercise. You can take a bike ride. We can jump rope. You can buy a hula-hoop. Maybe you want to turn on some music for 30 minutes and have a dance party. I've done that myself and it's kind of fun. So you can do that and, again, it gets you more creative and more productive to finish your day and it takes you out of that **slump**.

Vocabulary continued...

- **drag** - (of time) pass slowly and tediously
- **no matter what** - regardless of
- **the next thing you know** - all of a sudden; out of nowhere; without warning
- **bookends** - be positioned at the end or on either side of (something)
- **neighborhood** - a district or community within a town or city; the area surrounding a particular place, person, or object
- **we can make this work** - do anything in our power to ensure success
- **slump** - decline in productivity due to a lack of energy or motivation

Your Turn! Using new vocabulary is the best way to learn and remember it.

- 1 Choose three words or expressions from the video that are new to you and write a sentence using each one in the box below.
- 2 Try to use them in a context that is familiar to you to help you retain them.
- 3 Please ask for feedback on your sentences in the next lesson.

1 _____

2 _____

3 _____

