

PROSPERITYMATTERS

YOUR GUIDE TO A BETTER BUSINESS AND A FULLER LIFE

WINTER • 2020



WELCOME!

The more you work, the easier it is to get caught up in the stress of business and forget what goals you had that pushed you to start in the first place. Prosperity Matters is designed to help you reconnect and focus on your personal wellbeing.

In this issue, we will cover staying motivated when working from home, goal-setting and improving productivity, the benefits of flexible workplace arrangements.

“**DEVELOP AN ATTITUDE OF GRATITUDE THIS YEAR AND GIVE THANKS FOR EVERYTHING THAT HAPPENS TO YOU**”

- Brian Tracy

KEYPOINT Business Consultants.

Taking care of your mental health during COVID-19

Between soaring unemployment rates, health concerns and being cooped up in your home every day, it is no wonder that our environment is breeding unnecessary stress and mental fatigue.

Don't be afraid to reach out to mental health care professionals for advice as these chaotic times are challenging for everyone. For those considering self-care, here are some mental health tips to implement into your lifestyle.

Balance your media consumption

With potentially little to do at home, it is certainly tempting to browse social media and news sites to pass time. However, it is important to be aware of the large volumes of sensationalised and negative information floating around on such online platforms. To make sure the information you are consuming is not detrimental to your mental health, learn to filter out stress-inducing information and try to focus on positive and accurate news which allows you to remain informed without inducing anxiety. You can do this by adjusting your feed to show only news categories of your choosing and content from particular social media accounts.

Maintain perspective

Maintaining perspective is often a good way to keep you from getting too far into your own head as it keeps you grounded. More than anything, it is important that you acknowledge and accept any mental struggles you are dealing with. Be grateful for the things that you have now and look at the bigger picture. Talking to others around you may also help you gain perspective. Know that things will get better as the whole world's health experts and governments are doing their best to tackle the coronavirus crisis.

Take care of your physical health

Your physical and mental health are interconnected and your body needs to feel healthy before your mind can too. The best ways to make sure your body is in tip-top shape are to exercise regularly and eat healthily. Take the spare time you have now to exercise as little as 20 minutes a day and incorporate healthy diet habits into your lifestyle. Keep track of what you put into your body. Taking vitamins regularly is another option for those struggling to cook. However, always check with a dietician first before making any drastic changes to your diet.

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Staying motivated when working from home

Working remotely from your coworkers and managers can make it challenging to stay motivated about your work. Here are some ways you can keep on track.

Create a workspace

Tempting as it may be to work from the comfort of your bed, having a workspace that is separate from your entertainment and relaxation areas can make a huge difference to your mindset. One reason why you may find yourself being more productive in your regular work office is that your brain associates that space with productivity. You can replicate this at home by setting aside a specific space dedicated to work. If possible, make sure this area is tidy with limited external distractions.

Stay connected

Don't be afraid to reach out to your colleagues to discuss tasks and projects. This can provide a sense of normalcy and keep you on track with your responsibility. Working at home can get lonely and boring without the usual buzz of the

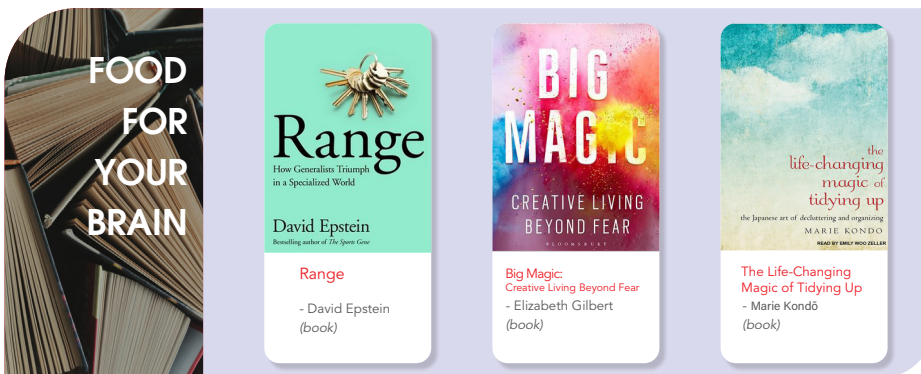
office, and chatting to your coworkers can help you lift your mood and stay optimistic.

Stay active

Taking the morning commute out of the equation can be a relief for many as it means more sleep and no public transport or traffic. However, without the commute to work, many employees are reducing their daily physical activity and are being cooped up at home all day. A lack of exercise has been linked to adverse effects on mental health and energy, so ensuring you get some physical activity in your day can help you retain focus.

Stay organised

Staying on track can be especially challenging when you're not constantly in communication with your colleagues. Being unmonitored and caught up in your own head can make it easy to forget some responsibilities. To combat this, it is important that you stay as organised as possible, whether it's by using organisational apps, a planner, calendar or bullet journal. Find one that works for you and don't underestimate the power of a simple to-do-list!



Goal-setting and improving productivity

Setting goals is a simple and effective way to boost your productivity during the coronavirus downtime.

Stated out your personal daily goals as well as long-term goals is a good way to get started and can inspire you to improve yourself during these challenging times. The SMART strategy is a good method to follow for effective goal setting.

- **Specific:** Ensure your goals are planned in detail so that you have a clearer understanding of what it is that you want to achieve.
- **Measurable:** Having measurable and quantified goals means you can record your progress as you go and know exactly when you have achieved them.
- **Attainable:** Your goals also need to be realistic and attainable. Having goals that are too far out of your reach (at least for the time being) may instead demotivate you.
- **Relevant:** Keeping your short term goals relevant to your broader, long term goals will help you stay on track.
- **Timebound:** Set time limits for your goals to keep yourself accountable and driven to achieve them.

The benefits of flexible workplace arrangements

Businesses working from home due to social distancing restrictions can take the opportunity to learn from the experience and consider new work structures coming out of COVID-19.

This could mean increased flexibility for employees when it comes to working remotely and adaptable hours. Here's why flexible work arrangements with your employees may be beneficial for your business in the long term.

Increased productivity

Flexible work arrangements can increase the productivity of employees by allowing them to work when they feel most motivated. Some people may naturally be more productive at night time and do their work then, which would not be possible with regular office hour restrictions. Remote work also saves time on excessive staff chatter and workplace distractions, such as ringing telephones and colleague drop-ins. Offering flexible work arrangements can show your employees that their lives are valued, which can lead to higher levels of performance and

hard work to justify the flexible arrangements.

Reduced expenses

When employees are working from home more frequently, it means that your office doesn't have to sustain as many people and you can reduce rent and utility expenses. This doesn't mean that your employees have to pay too much more; the ATO has introduced an easier way of deducting work from home costs during the COVID-19 period called the 'shortcut method.' This allows employees to deduct 80c per hour they work from home to compensate for running expenses.

Attract talent

Businesses that exclusively depend on employees being physically present may be missing out on ideal workers who live too far or require more flexible arrangements. Modern job seekers are often on the lookout for positions that offer greater flexibility, rather than the regular 9 to 5 in the office. Highlighting workplace flexibility in your

job advertisements can attract more prospective talent as physical barriers are eliminated.

Improved wellbeing

Remote work can improve the overall physical and mental wellbeing of your employees. One perk is that they may be able to be better rested and eat a proper breakfast in replacement of the morning commute. Work flexibility will also enable them to work around family commitments, which can boost their quality of life and happiness. This can raise morale and improve their quality of work by reducing the risks of fatigue and burnout.

Employee retention

Workplaces that allow employees to maintain a healthy work-life balance are more likely to retain their employees for long terms. This can benefit businesses by reducing the frequency of hiring and training periods, which can save a lot of money and productivity while continuing to grow corporate knowledge in existing employees.