



**Make your  
dream work schedule  
a reality.**

**Imagining your ideal work schedule is easy. But making it become reality – and getting management on board – can get sticky.**



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# That being said, there *is* a way you can successfully request a more flexible work schedule.

Follow these three steps below, and you may find yourself with a schedule you once only dreamed of.

**STEP #1:** Streamline and optimize

**STEP #2:** Set digital boundaries

**STEP #3:** Present your case

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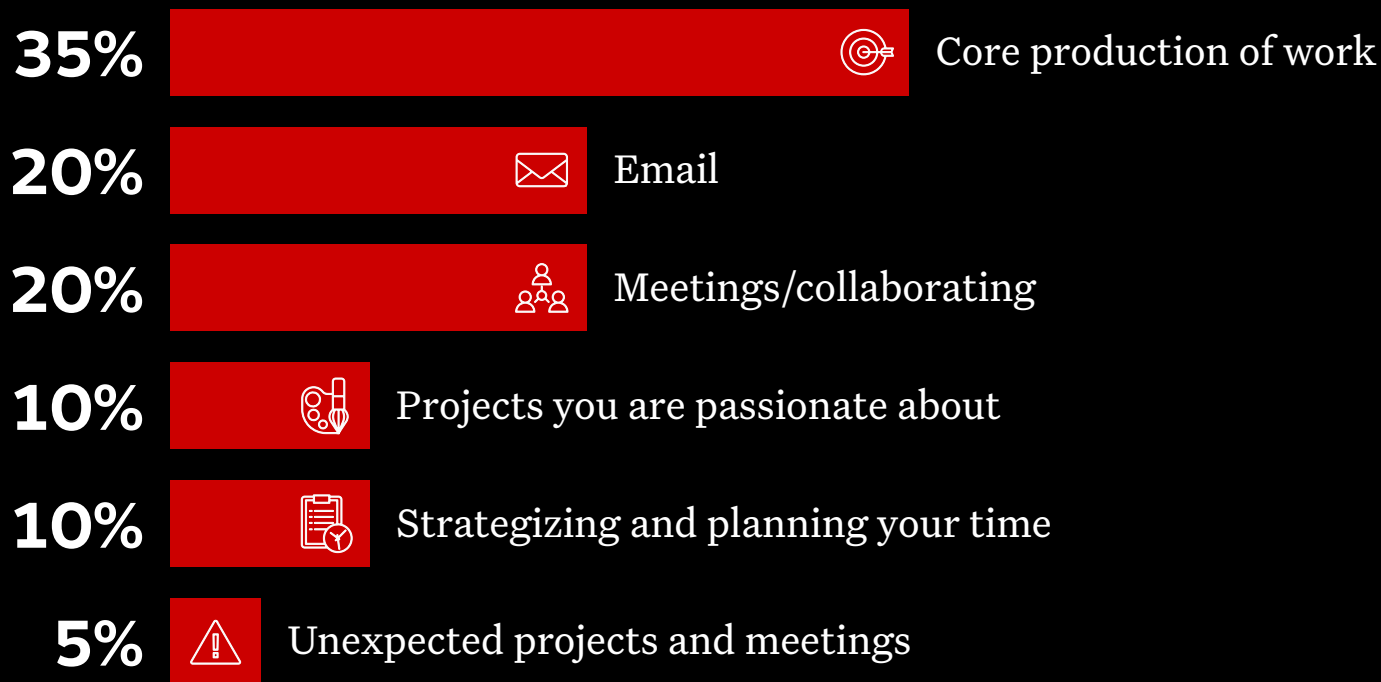
## **STEP #1:** **Streamline and optimize**

This is crucial for your peace of mind and for convincing management you can handle a non traditional schedule. Like creating a budget that accounts for every penny, employ similar focus with your time Monday through Friday.



STEP #1: STREAMLINE AND OPTIMIZE

# Plan how you'll spend each week so you can spot inefficiencies. It might look something like:



Remember the adage: “Work expands to fill the time available.”

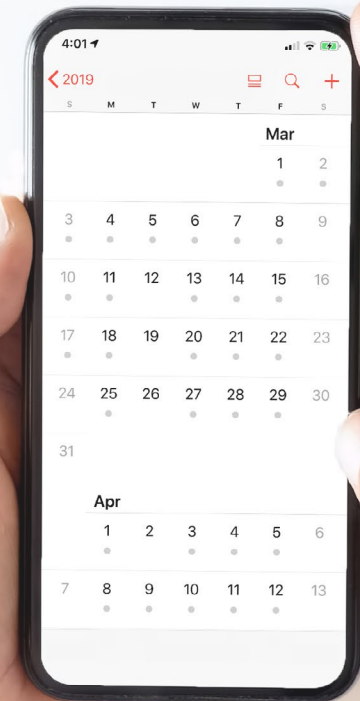
In the end, 40 hours of poor planning leads to a workweek of 50 hours or more and lower productivity.



**STEP #1: STREAMLINE AND OPTIMIZE**

# Use personal tools and processes to keep yourself on track.

There are so many apps and platforms to help you wrangle emails, track time, stay healthy and more. Take an hour to test-drive some plug-ins, productivity tools and software to find what makes sense to you.





**STEP #1: STREAMLINE AND OPTIMIZE**

## **A few tools to consider are ...**

- 1.** Managing email and communication:  
Inbox When Ready, Inbox Zero, SaneBox, Slack, Google Chat
- 2.** Managing tasks and time:  
Todoist, Trello, Evernote
- 3.** Managing your health:  
Move, Stand Up, FitBit



## **STEP #2:** **Set digital boundaries**

This step serves two purposes:

- 1.** Give yourself specific time frames for social media — this will keep you from falling into the black hole of social, making you more productive during work hours.
- 2.** If you leave work email at work, you're already one step closer to living your dream schedule.





STEP #2: SET DIGITAL BOUNDARIES

## Set digital boundaries at work.

It's 3 p.m. on Tuesday, you're just not feeling it and your social media feed is calling you. Remember, mini mental escapes, such as checking Twitter at work, can be a very slippery slope — and you're really only making your day longer by not completing your tasks.



STEP #2: SET DIGITAL BOUNDARIES

# Make a vow to eliminate time wasters in the office.



Keep your phone in your desk unless you have a specific reason for using it.



Turn off all dings, buzzes and other notifications that steal your attention.



Take a walk (without your phone) if you're feeling sluggish or unmotivated.





## STEP #2: SET DIGITAL BOUNDARIES

# Set digital boundaries at home.

Beyond the benefits of unplugging in general, truly logging off for the weekend is vital to keeping your eye on the prize: the schedule you want. If work is seeping into your personal life now, it will continue to upend your work-life balance later.

No more “quick peeks” at emails during personal time. A quick peek could distract you from family and personal time.

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**STEP #2: SET DIGITAL BOUNDARIES**

## **Be sure you ...**

**1**

Remove work email from your personal phone, and ask people to text or call you directly if there's an emergency.

**2**

Do some kind of physical or outdoor activity on the weekends.

**3**

Make time for personal projects.

**4**

Find your version of solitude.

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## **STEP #3:** **Present your case**

You're beyond organized. You've eradicated time wasters. Your productivity is soaring. Now's the time to get your boss on board.



STEP #3: PRESENT YOUR CASE

## Get prepared.

Would you like to work from home a few days a week? Would “off hours” improve your commute? No matter what your request is, use data to support your request. For example, share recent studies with your manager that showcase the increased productivity of remote workers.



### STEP #3: PRESENT YOUR CASE

# It's time to present. Now that you're standing on a foundation of data, also be sure to ...



Be as descriptive as possible and focus on the benefits for you and the company.



Have a bulletproof agenda on how you'd roll out your new plan, including initial trial runs.



Offer to follow up with any additional information or solutions to their concerns.

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**STEP #3: PRESENT YOUR CASE**

# Respond to the decision.



## **MISSION ACCOMPLISHED**

You got the green light to do a test run of your dream schedule.



## **BETTER LUCK NEXT TIME**

You got a hard “no” and it’s looking grim.

Because you work at a business with big-picture elements at play, this may not be an ideal time for your request. Be patient. Your dream schedule might not emerge right away, but look for small victories and stay positive. Plus, if your company doesn’t currently honor flexible schedules, you may be the person to spearhead the shift.

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**In the end, remember  
the **first two steps** of  
the strategy:**

- 1.** Streamline and optimize
- 2.** Set digital boundaries

These alone will set you on the path toward strengthening your work-life balance regardless of the answer you receive, and that alone should be considered success.



COLLEAGUES AT YOUR COMPANY ARE ALREADY LEARNING HOW STAPLES CAN HELP YOU BALANCE WORK AND LIFE.  
TO LEARN HOW YOU CAN TOO, CALL **1877-826-7755** OR [VISIT US HERE](#).

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