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## Mentoring Through Challenging Times: Getting the most out of hybrid work

### Mentoring Through Challenging Times



Illustration by Sarah Price/Getty Images

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Hybrid was a word associated with plants, animals, even cars before it described many workplaces. We're still finding our way between office and home, but Jan Lehman, founder of [CTC Productivity](#) in Minneapolis, says wherever you are, you want to take full advantage of the hybrid opportunity:

*Original Link: <https://www.bizjournals.com/bizjournals/news/2023/01/03/remote-work-hybrid-workplaces.html>*

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“If you work in a highly disruptive work environment where interruptions are common, it is best to use your quieter time at home to do your deeper thinking. Studies show when you are deep in thought and get interrupted, you lose about 23 minutes. Save the time in the office for collaborative work and leverage the uninterrupted time at home.

“Be sure you have set up the ideal place to work in the home that is not in the kitchen. It is the hub of the home where the most traffic happens. Your ideal workspace should be removed from the visual and auditory distractions that take away from your time.

“If visual distractions are a challenge, then be careful about the placement of your home office. Be mindful of potential distractions around you such as windows or TV’s.

“Also, be sure to take advantage of your Outlook or Gmail calendar as a key communication tool to help you and others understand your work hours. Add your start and end times to your calendar, especially if you work non-traditional hours. It will inform others when they can expect a response from you.”

“Additionally, these time blocks on the calendar are critical for your work-life balance. If you tend to keep going and not realize that you are working longer than you intended, this will help. Having a reminder that says times up, it’s time to shut things down for the day, is a way we can set those important boundaries for ourselves.”