



Read@Work

Work From Home Resource List

“It won’t be easy, but lots of things that are worth doing aren’t easy. It just takes commitment, discipline, and, most important, faith that it’s all going to work out.”

– Jason Fried, *Remote: Office Not Required*

We are in the midst of the world’s largest Work From Home (WFH) experiment.

While the advantages are numerous, remote working has its own set of challenges. How do you stay focused and maintain your productivity when your bed is just a few steps away? How do you run a great virtual meeting? Whether you are a WFH newbie or a veteran, here is a list of resources to get you started.



Remote: Office Not Required

by Jason Fried & David Heinemeier Hansson
Call no.: 331.2568 FRI -[BIZ]

London Vermilion, an imprint of Ebury Publishing, 2013.

Remote: Office Not Required is a timely manifesto on how the perks of working “off-site” outweigh the drawbacks. For those of us working from home, this book is your indispensable guide to doing so.

Borrow the e-book [here](#).

Eat That Frog!

by Brian Tracy
Call no.: 640.43 TRA



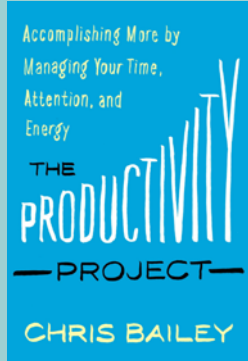
Mango Media, 2017

The secret to stop procrastination and increasing your productivity... is to eat a live frog each morning! We are kidding; it is metaphorical. Tackling the most challenging task – the one you are most likely to procrastinate on – may be the key to getting things done.

Borrow the e-book [here](#).

The Productivity Project

by Chris Bailey
Call no.: 650.11 BAI -[BIZ]



New York: Crown Business, 2016.

Feeling as if your productivity has taken a hit since you started working from home? Fret not! Based on a year-long series of productivity experiments, *The Productivity Project* presents over 25 best practices that will help you accomplish more.

Borrow the e-book [here](#).

What It Takes to Run a Great Virtual Meeting

by Chelsea Gohd



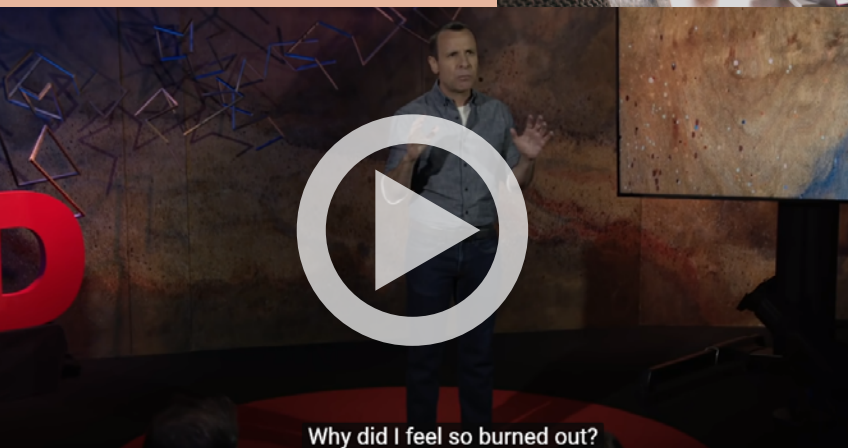
A large proportion of us may be working from home, but meetings (now virtual) are still a necessity. With more distractions at home, how can we ensure that the meetings we run (or attend) remain productive? This article provides 12 simple but incredibly useful tips for a great virtual meeting.

Read the article [here](#).

WATCH THIS!

Remote Working by Guy Winch

* You'll need your myLibrary ID to access this video.



Why did I feel so burned out?

WATCH THIS TOO!

How to Turn Off Work Thoughts During Your Free Time by Guy Winch

THE HIT LIST

An oral history of a virus that originated in China and spread across the world (*World War Z*); the aftermath of a flu pandemic that wipes out most of the world’s population (*Station Eleven*); an epic tale of good versus evil in a world devastated by a mutated strain of super-flu (*The Stand*). Here is a list of dystopian and post-apocalyptic books to devour during these strange times.

Borrow the e-books [here](#).



BOOKS WE LOVE: PANDEMIC? DON'T PANIC!



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