

THE 30-DAY WORK SMARTER FROM HOME CHALLENGE

30 Small Changes. One Smarter Workday.

You've learned about organizing your workspace, managing your time, controlling email, using AI, automating repetitive work, communicating remotely, and creating better boundaries.

Now it's time to put those ideas into practice.

The 30-Day Work Smarter From Home Challenge is designed around one simple idea: Small improvements add up.

You don't need to completely reorganize your office, download ten new productivity apps, or create the perfect morning routine overnight.

For the next 30 days, make one small improvement each day. Most challenges should take between five and fifteen minutes. Some may take even less.

By Day 30, you'll have created dozens of small improvements to the way you work.

WEEK 1 — CREATE A BETTER WORKSPACE

Day 1 — Clear Your Desk

Take five minutes and remove everything from your desk that doesn't need to be there. Throw away trash, return dishes, put supplies away, and move rarely used items somewhere else.

Today's question: Does everything on my desk deserve to be here?

Challenge completed: ☐

Day 2 — Fix One Workspace Annoyance

Think about something in your workspace that annoys you every day: a falling charger, distant mouse, missing pen, or awkward monitor. Fix one annoyance today.

Work Smarter Tip: The little things you repeatedly complain about are often your easiest productivity improvements.

Challenge completed: ☐

Day 3 — Organize Your Cords

Identify the cables you're actually using. Remove unnecessary ones and organize the rest. Consider labeling cords you cannot easily identify.

Bonus challenge: Give regularly charged devices a convenient charging location.

Challenge completed: ☐

Day 4 — Check Your Video-Call View

Open your camera and check camera height, lighting, background, clutter, doors or walkways, and personal information that may be visible. Make one improvement.

Challenge completed: ☐

Day 5 — Create a Home for Five Things

Choose five items you regularly search for or leave scattered—pens, headset, charging cable, notebook, glasses, sticky notes, or USB drives. Give each one a permanent home.

Challenge completed: ☐

Day 6 — Improve Your Comfort

Notice how you're sitting and working. Check your monitor, mouse reach, shoulders, and foot support. Make one adjustment that makes your work area more comfortable.

Challenge completed: ☐

Day 7 — Do Your First Five-Minute Desk Reset

At the end of the workday, reset your workspace for five minutes. Put things away, remove dishes and trash, charge devices, and prepare anything you need tomorrow. Then shut down.

Challenge completed: ☐

WEEK 2 — TAKE CONTROL OF YOUR DIGITAL WORKDAY

Day 8 — Clean Your Computer Desktop

Take ten minutes to remove unnecessary files, screenshots, downloads, and documents from your computer desktop. Delete what you don't need and file what you do.

Challenge completed: ☐

Day 9 — Clean Your Downloads Folder

Review your Downloads folder for ten minutes. Delete temporary files, move documents you need, and remove duplicates. You don't have to finish it—just improve it.

Challenge completed: ☐

Day 10 — Create One Email Rule

Find one recurring type of low-priority email and create a rule or filter to organize it automatically. Automated reports, newsletters, system notifications, receipts, and alerts are good candidates.

Challenge completed: ☐

Day 11 — Turn Off One Notification

Find one notification that interrupts you without providing enough value and turn it off. Consider email pop-ups, social media, news alerts, apps, or unnecessary chat notifications.

Challenge completed: ☐

Day 12 — Create a Focus Block

Find 30–60 minutes on your calendar for focused work. During the block, close email and unnecessary applications and work on one important task.

Challenge completed: ☐

Day 13 — Protect Your Lunch

If your schedule allows it, create a recurring lunch block. Then actually step away from your computer for lunch when possible.

Challenge completed: ☐

Day 14 — Review Tomorrow Today

Before ending work, review tomorrow's calendar for early meetings, deadlines, preparation, focus opportunities, and conflicts. Identify tomorrow's most important task.

Challenge completed: ☐

WEEK 3 — WORK SMARTER WITH YOUR TIME

Day 15 — Choose Your Daily Top Three

Identify the three most important things you need to accomplish today. Ask: If I complete these three things, will today have been productive?

Challenge completed: ☐

Day 16 — Break Down One Big Task

Find a task you've been avoiding and break it into smaller actions. For a presentation, that might be gather numbers, create charts, draft slides, review numbers, proofread, and send for review. Complete the first action.

Challenge completed: ☐

Day 17 — Batch Similar Work

Choose one category of small tasks—emails, calls, approvals, reports, or administrative work—and complete similar tasks together.

Challenge completed: ☐

Day 18 — Find Your Biggest Distraction

Identify what steals the most attention: phone, email, chat, chores, social media, or interruptions. Choose one action to reduce it.

Challenge completed: ☐

Day 19 — Try a Focus Sprint

Choose one important task. Set a timer for 25 minutes, close everything you don't need, put your phone away, and work only on that task. Then take a short break.

Challenge completed: ☐

Day 20 — Question One Meeting

Look at an upcoming meeting and ask whether it really needs to be a meeting. If yes, make sure it has a clear purpose or agenda.

Challenge completed: ☐

Day 21 — Create an End-of-Day Shutdown Routine

Choose three to five shutdown steps such as reviewing unfinished tasks, checking tomorrow, choosing the next priority, closing applications, resetting your desk, charging devices, and signing out.

Challenge completed: ☐

WEEK 4 — PUT AI & AUTOMATION TO WORK

Day 22 — Ask AI to Save You 10 Minutes

Choose an ordinary work task you're permitted to use AI for: outlining, brainstorming, drafting, organizing notes, creating a checklist, explaining something, or preparing meeting questions. Review the output carefully and ask whether it actually saved time.

Challenge completed: ☐

Day 23 — Improve One AI Prompt

Add context, audience, structure, tone, and length to a basic AI request. Compare the richer prompt's result with a vague request.

Challenge completed: ☐

Day 24 — Create One Reusable AI Prompt

Create and save a prompt for something you ask AI to help with repeatedly. This is the beginning of your personal AI Prompt Library.

Challenge completed: ☐

Day 25 — Find One Repetitive Task

Identify something you repeat each week. Ask whether a template, email rule, schedule, recurring task, AI assistance, or automation could make it easier.

Challenge completed: ☐

Day 26 — Create One Template

Choose something you repeatedly create—a status report, agenda, follow-up email, project checklist, report, or presentation structure—and create a reusable template.

Challenge completed: ☐

Day 27 — Record One Accomplishment

Start an accomplishment log. Record what you did, why it mattered, the result, and any measurable impact.

Challenge completed: ☐

Day 28 — Do a Quick Security Check

Review whether you lock your computer, use MFA where appropriate, update software, use approved apps, follow VPN requirements, protect confidential information, and question suspicious links. Fix one issue if needed.

Challenge completed: ☐

THE FINAL TWO DAYS — MAKE IT YOURS

Day 29 — Find Your Biggest WFH Time-Waster

Identify what is wasting the most time in your workday. Complete this sentence: I could make this easier by _____. Choose one change to test next month.

Challenge completed: ☐

Day 30 — Build Your Work Smarter System

Look back at the previous 29 days. Keep the changes that actually helped you. Complete the personal system worksheet below.

Challenge completed: ☐

My Work Smarter System

My morning start routine:

My three-priority system:

My focus-time strategy:

My email routine:

My favorite AI time-saver:

One task I want to automate:

My end-of-day routine:

My biggest WFH boundary:

The next thing I want to improve:

You Did It!

Thirty days ago, you weren't trying to completely reinvent the way you work. You were simply trying to make it a little better.

One cleaner workspace. One less notification. One email rule. One focus block. One better AI prompt. One reusable template. One boundary.

Those small changes matter because they're repeatable.

The goal was never to become busy every second of the day. The goal was to remove unnecessary effort, reduce distractions, use your tools more effectively, and create a workday that works better for you.

Keep the changes that helped. Forget the ones that didn't. Keep experimenting. Keep improving.

Work smarter, not harder.