

S.O.F.T.: Four Principles That Will Change Your Life as a Virtual Worker

Throughout the past couple years as a virtual worker, or a work-from-home freelancer, I have realized that “being in balance” does not mean walking a straight, constant, and calm line. It actually means adapting to what your body, mind, and, sometimes, instinct tells you based on what your goals are. Thus, in order to be “in balance,” one must be in constant adaptation, making minor corrections to his or her trajectory here and there. This must be a conscious process, after all, we (virtual workers) are much more than what a job title can describe, right? In fact, most of us are also parents, volunteers in our community, a companion to our partner, etc.

A day only has 24 hours and, to find balance between work and life, one must know how to manage them. Based on this and what has been previously explained, I defend that the most valuable aspect of a virtual jobs is: “**flextime**.” In short, this term describes a schedule that allows workers to start and finish work when they see fit. Hence, it can be a blessing when used right.

With all of this in mind, here are the four principles I live by and would like to share with my fellow colleagues (not in order of importance; meditation should occur after breakfast):

1. **Sleep Ethics:** have a consistent sleep schedule; sleep and wake up early - 8 hours total (I, for example, sleep at 10pm and wake up at 6am, daily); place your alarm clock/ device away from an easy reach; immediately get up, stretch, wash your face with cold water, and eat breakfast.

a) Meditate or pray; visualize your day (brainstorm), get your thoughts straight, etc.

2. **Organize:** organize your day into time slots, but REMEMBER that these can be switched around depending on the tasks in question (work does not need to come first in the day)

3. **Flextime:** take advantage of it and prioritize the hardest task of the day. Remember this:

4. **Tomorrow’s Strategy:** prior to sleeping, write down a rough plan of what your next day will look like (important: just of the next day! In other words, control what you can).