Firstly, in a typical, office-based work day, we all have our own 1._____ and routine. Commuting, coffee breaks, talking to co-workers: these are all chances for us to get our energy, become our professional selves and find the right 2. _____ to focus on our work. So we have to recreate these breaks. You can do this with music, lighting, exercise before you sit down: anything which marks the 3. _____ between work and home.

Secondly, we need to handle our pace, place and space. Your pacing means managing the 4._____ that take your energy against those that give you energy. You could schedule fewer videoconferences, as these are 5_____ which drain energy. Consider having time between them or having them at the time of day when you have more energy. With place, think about where you work and use it to enforce 6 _____. Wherever you work, make sure it feels like a workplace. For space, ensure you have 7_____ time, including time away from family.

If you're a manager, help your employees protect their pace, place and space. Don't let extroverts dominate calls. Avoid brainstorming as it can 8._____ social anxiety. Ask people to write down ideas before a brainstorming session instead. Use audio calls instead of video as they are better for communication. Try sending voice memos instead of having difficult conversations with someone so that they can respond in their own time.

Remote working isn't going away. Don't just copy old work habits to remote working. Build something 9_____ . Start by asking introverts how they would like to work and move from there.