

WORKING FROM HOME

6 TIPS TO KEEP YOU FOCUSED, PRODUCTIVE AND HEALTHY



CREATE A DAILY ROUTINE
AND STICK TO IT



DEFINE YOUR WORKSPACE



AVOID DISTRACTIONS



SET DAILY GOALS AND
CREATE A TO-DO LIST



CONNECT VIRTUALLY
WITH FAMILY, FRIENDS
AND COWORKERS



TAKE A BREAK AND EXERCISE





CREATE A DAILY ROUTINE AND STICK TO IT

- Pretend you are physically going into the office
- Set your alarm
- Take a shower
- Do your hair
- Dress in nice clothes
- Make (or go get) coffee
- Set aside blocks of time for certain tasks and meetings



DEFINE YOUR WORKSPACE

- Dedicate a specific room, area and surface in your home to work
- Sit at a table/desk and in a chair
- Avoid the couch/bed (this is associated with leisure and will put you in an unprofessional mindset)
- Keep your feet flat on the floor, just like you would at the office
- Turn the lights off in all rooms except the one you are using
- Keep the television off



AVOID DISTRACTIONS

- Gently set ground rules with any people in your space
- Communicate expectations with anyone who will be home with you
- Make sure any roommates, siblings, parents and/or spouses respect your space during work hours
- Just because you're working from home doesn't mean you are "home"
- Pets are OK :)



SET DAILY GOALS AND CREATE A TO-DO LIST

- Take 5-minutes each morning to "sit down at your desk" and list out what you need to do
- Set a minimum of 3 goals you want to achieve by 5pm
- Dedicate a calendar, pad of paper or journal to record your list and goals
- In addition to directives from management, your to-do list will be a main form of structure



CONNECT VIRTUALLY WITH FAMILY, FRIENDS AND COWORKERS

- Don't be solitary!
- Have lunch or a 5-minute coffee break with someone over Zoom, Skype or Facetime
- Send a fun message to someone via text or Microsoft Teams



TAKE A BREAK AND EXERCISE

- Schedule water, coffee or walking breaks like you would in the office
- Take regular, scheduled lunch breaks, and in a different location of your home
- Prepare your meals and snacks the night before since cooking a meal in your kitchen not something you would do at work