

WORK FROM HOME TIPS

TO STAY ON TRACK



LOCATION, LOCATION, LOCATION

Choose a dedicated workspace and try to set it up just like your office. Find a comfortable spot to work that you can associate with your job and leave when you're off the clock—that means get off the couch, and definitely out of bed.



COMMUNICATE WITH COLLEAGUES

To help alleviate feelings of isolation and loneliness, check-in with co-workers frequently and provide your supervisor with regular updates. Staying connected to colleagues is key.



HAVE A PLAN

Set daily goals and hold yourself accountable to complete them. Much like if you were working in the office, the expectation is that you complete all assigned tasks by their deadlines.



THINK ABOUT HOW YOU'RE COMMUNICATING

It's important to go beyond email and use other digital tools that can better create that in-person experience and provide for clear communication.



ROUTINE IS KEY

This looks different for every individual, but If you can maintain your regular daily routine, it helps to create some semblance of control. Establish a schedule that works for you --having a clear guideline for when to work and when to call it a day helps to maintain work-life balance. For example:

- Prepare for the day as if you are going to the office and dress professionally.
- Work regular office hours and ensure your colleagues know when you are available.
- Have coffee, do your morning workout (or whatever is normal for you).
- Take breaks at your regular time.

Sources

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