

5 Tips for Knocking “Working from Home” Out of the Park!



1. Set Boundaries

- Give yourself a dedicated workspace away from distractions (kitchen, TV, living room, etc.) Consider a room with a door.
- Clearly explain your boundaries to your family- this helps them understand the expectations for working remotely.

*When you are working- You're working!
When you are not working- you aren't!*



2. Make a Schedule- and Stick to It!

- This may sound silly- but let's pretend that you are NOT at home during this time!
- Get up in the morning- just as you would any other day!
- Get dressed (casually of course)
- Grab your favorite drink and go to your designated workspace!
Ask yourself this question *Is this acceptable or unacceptable in the office?*

3. Stay Connected- “Meet” for Lunch

- We can get lost in working remotely and it can get lonely. Schedule time into your day to connect with your coworkers!
 - Schedule a Skype meeting weekly to “grab lunch” or a “coffee”
 - Use your chat functions for quick and timely communication
 - Let your colleagues know that you are here to collaborate!

4. Quit at quitting time

- Working from home has many pros and cons. It is easy when working from home to never stop! This will cause burnout and unnecessary stress! Stop at your set quitting time, even if you are in the middle of a project and enjoy your time off.

5. Celebrate your wins

- Working from home can be challenging and at the end of your day, you may think you have not accomplished much. Remember to celebrate your wins! Write your accomplishments down for the day and share with your team at weekly check-ins.