

WORK FROM HOME TIPS

HELPFUL HABITS



LIMIT DISTRACTIONS.

Work in a designated space alone and let your family and friends know that working from home does not mean you are free to socialize.



AVOID WORKING ON OTHER ASSIGNMENTS DURING MEETINGS AND PHONE CALLS.

You'll risk missing something important if you attempt to multi-task.



PRACTICE TIME MANAGEMENT.

Establish a daily routine. When approaching your workload, organize your projects based on priority, due dates and how long tasks will take to complete.



TAKE BREAKS.

Give yourself a five-minute stretch break each hour to stand and look away from your computer screen. Taking a lunch break or quick walk outdoors can also help you clear your mind and refocus.



REACH OUT TO TEAM MEMBERS FOR HELP WHEN NEEDED.

Don't be afraid to call a coworker or your supervisor for advice or help with a task. Consider using a phone call versus an email as tone and emotion can be misconstrued through email.