

# WORKING FROM HOME

Good practices to stay focus on your work throughout the day

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## Set your work hours

Create your schedule based on your normal working hours, but as you are saving travelling time there is the option to tweak to optimize to your most productive times. Communicate your hours to your colleagues/clients it will help them and keep you on time too. Make sure your housemates/family know and respect your time, too.

2

## Dress to impress

Rolling out of bed in your PJs is an option, but getting ready for work will get your head in the right space. You don't want to forget and then have a videoconference call. You can always be business smart up top and jeans or gym gear, so you can sneak a quick workout in during the day.

3

## Set aside a designated work area

Find a space that you can dedicate to work, if you have an office great, if not then look at a table, a kitchen counter is often a good standing desk. Either clear up all your stuff at the end of the day or close the door - you need to create a work / life balance. Ask your company for any tools you might need, from a printer, monitors or an office chair.

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## Watch procrastination

One challenge of working from home is accountability. With no colleagues or partners nearby, it's easy to become distracted. There are always errands to run and chores at home to do. Do your best to put off household tasks, like laundry and dishes, until you've gone "home" for the evening.

Stay focused on work throughout the day to maintain consistent productivity. Avoid online distractions as well. Limit the time spent on email, social media and websites unrelated to work. Set a timer on your phone or computer if necessary. Don't waste time or money on meetings or activities that are counterproductive to your success.

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## Plan and structure your workday

Structure your workday to maximize efficiency. Take advantage of your body's natural rhythms and plan your work around your most productive hours. If you know you focus best in the morning, resist the temptation to check email until 10 a.m. or later. A quick review of your calendar when you first start work can set you up for a productive workday. Make a list of your most important tasks before you move on to less urgent business. If possible, shut your office door (if you have one) to signal to others that you're working and don't wish to be disturbed.

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## Take breaks

Schedule time for frequent breaks throughout the day. Rise from your desk, stretch or walk around the house. Take a lunch break and enjoy a midday meal. A major advantage to working from home is having flexibility. If fitness is important to you, a quick workout at home can reinvigorate you and make for a productive afternoon.