

# TIPS FOR WORKING FROM HOME

Establishing a routine can help develop a sense of normalcy during this time of uncertainty

## PREPARE YOURSELF

### DRESS FOR SUCCESS



You don't need to dress as formally as you might for work, but the simple act of changing clothes serves as a signal that it's time to wake up and get things done.

### KNOW YOUR BODY

Schedule your day around your most productive time. Get up and walk away from your desk to stretch your legs.

**The 20-20-20 rule:** Every 20 minutes, look away from your screen and focus your eyes on something 20 feet away for 20 seconds.



## PREPARE YOUR SPACE

### ESTABLISH A SEPARATE WORKSPACE

Create a dedicated work space. It doesn't have to be a dedicated office with a door that closes.

Find an area with good natural lighting. Make your space comfortable without being a place you normally go to relax (such as your sofa).



### MANAGE EXPECTATIONS AND COMMUNICATE

Talk with your boss about what can actually be accomplished from home. Discuss what the priorities are, and discuss how tasks will get done. Consider checking in with your team over the phone or through video chat.



## FIND YOUR NEW NORMAL

### DEFINE YOUR WORK HOURS

Be clear about when you're working and when you're not. You'll get your best work done and be most ready to transition back to the office if you stick with your regular hours.



### DON'T FORGET TO SOCIALIZE

Talk with your coworkers throughout the day. Small interactions go a long way. Consider setting up a morning video call with your whole team, or a remote lunchtime to chat one-on-one.



### BALANCE THE NEEDS AT HOME

Establish a system with your family to handle disputes, chores, and any other obligations. Establish boundaries to cut down on distractions during the workday – then disconnect from work and give them your full attention.

