# Tips on How to Work From Home

1. <u>Designate a work space</u>

   Find a place in your home that you will use only for work. It is recommended that you find a place other than a bed or a couch, but if those are your only options, try your best to sit up straight and surround yourself with necessary tools for work (laptop, notes, stationary, etc).

2. <u>Practice dress code</u>

   A dress code is not only essential when video chatting, but it also sets the mind up for success and professionalism. Even if you are just sitting at the desk in your room, putting yourself in work appropriate attire will encourage you to stay in a working mindset.

3. <u>Communicate to your roommates that you are 'in the office'</u>

   Let your partner/family/roommates know that you are entering a workspace before each shift. This helps to establish boundaries so that they do not become a distraction and do not invade your space or make it difficult for you to work.

4. <u>Set your daily goals</u>

   At the beginning of each shift write down your goal for the day: what do you plan on accomplishing, what are your deliverables, and how do you plan on achieving these goals.

5. Manage your time

Time management is incredibly important when working from home considering there are more distractions present, so it is helpful to manage your time with specific goals in mind. For instance, dedicate half hour or hour blocks to working on a specific task, then move on to another task, with breaks in between.

6. Take breaks

Make sure to allow yourself time to both mentally and physically remove yourself from the space, so as to recharge and refresh.

7. Identify your distractions and avoid them

When working from home it is easier to fall victim to distractions such as your phone, tv, pets, etc. Identify those distractions early on and create a plan for avoiding them (i.e. putting your phone out of reach, working in a space where you do not have a tv, or putting your pets outside).

8. Balance work and exercise

Working from home is likely to reduce or even eliminate your daily physical activity. Try to replace the time it would take you to commute to work with daily exercises, such as yoga.

9. Update/communicate with your colleagues often

Make sure to stay in touch with faculty and staff daily to report on your progress and ask for help when needed.

10. Reflect and decompress at the end of the day

When working in a 'real' office, the commute back home is often a time where we reflect on our work day. Without that commute, it is important to designate this time for yourself at home. Take 10-15 minutes at the end of each shift to relax and reflect on the work you completed.

**For more resources please visit these links:**

- "Working from Home Amid the Coronavirus"

  https://www.goodmorningamerica.com/living/story/working-home-amid-coronavirus-best-tips-productive-69534622

- "Working from Home 101: The Complete Guide to Remote Work"

  https://blog.cake.hr/working-home-complete-guide-remote-work/

- "6 Tips for Employees to Work from Home Efficiently"

  https://emailanalytics.com/does-working-from-home-increase-productivity/