



## 10 Tips for Working Effectively at Home



**1. Stay positive** – This is a challenging time for all of us. Cultivate a positive mindset. Reach out to your coworkers and supervisor for support when you need it.



**6. Schedule breaks** - Get away from your computer. Get some fresh air or exercise. Don't compromise on healthy habits. If you have to, set a timer to take time for lunch and breaks.



**2. Location, location, location** - Set up a specific place for work that you don't use for anything else, so you can focus on the task at hand. And don't make it the couch or the kitchen table – consider the ergonomics and likely distractions.



**7. Manage interruptions** – Set limits with the people in your space. Let them know you are working and ask them to respect it just as they would if you were working outside the home.



**3. Communicate, communicate, communicate** - Going fully remote is a new experience for many. Be honest about what isn't working or can't get done. Make a plan – how often should you check in with your supervisor? How will you receive assignments? And so on.



**8. Fight the urge to multi-task** – This may seem like a convenient time to catch up on chores but don't let chores distract you from being productive. It's easier than you might expect.



**9. Get organized** – Take time to set up your work area for maximum efficiency. Use your favorite tools such as daily to-do lists or Outlook tasks. Consider checking email less often so you can focus on necessary tasks.



**4. Stay connected** – Stay in touch with team members or officemates and be available for video calls and teleconferencing.



**10. Set boundaries for work and life** – Aim to finish your work at the time you normally would. Make a clean break between when you're working and when you're not. Start a routine that signals your brain that work is over for the day, like walking the dog or changing clothes.



**5. Start at your usual time** – Stick to your regular work routine as if you were going into the office. Shower, get dressed, have breakfast. It puts you in a professional mindset.

And remember, you're doing great.