

# TOP 7 TIPS FOR WORKING FROM HOME

You shouldn't just be working from home, but thriving from home as well. Here are 7 tips from a team of work-at-home experts, to help you kill it from your home office (or couch) ;)

## 1 COMMUNICATE

Communicate when you are available, and be responsive to schedule changes. Take advantage of available tools. Stay in the know and know where your team stands on every project.

## 2 TAKE BREAKS

There are studies that have tied increased productivity with mental breaks. Whatever you do, being able to step away from your desk and reset will significantly improve your productivity.

## 3 GET READY

Treat the work week as though you were going into the office. Get dressed in the morning and don't get caught up in distractions at home. Doing your normal routine will make you feel much better about "going to work."

## 4 STICK TO A SCHEDULE

Try to keep the same kind of schedule you have in the office. If you start work at 8, start at 8. If you take lunch at noon stick to that. It's important to have a normal schedule. If you need to be out for a bit to take care of something, mark your calendar.



## 5 CREATE A GREAT WORKSPACE

Do what you can to recreate your stationary office workspace. That being said, you don't have to be at your desk in the spare bedroom the entire day. Just whatever you do, don't work in bed, you WILL want to take a nap!

## 6 MOVE

Stand up every hour, leave your space, walk around, walk your dog, take your kids to the park, clear your head, just keep yourself moving.

## 7 SET GUIDELINES AND EXPECTATIONS

Discuss with your family work boundaries, what they can expect from you and when. Having a door is a huge benefit that, if possible, should be taken advantage of. You just need to talk with your partner and kids so everyone knows that when Mom or Dad's office door is closed, we don't go in.