

ADAPTING TO WORK FROM HOME



MANAGE YOUR PERSONAL ROUTINE

Maintain a regular work schedule

Set your alarm and get up at the same time every day

Maintain your daily hygiene routine

Feel fresh and ready to conquer the day!

Get dressed in business-casual attire

You will be surprised by how this makes you feel more professional!

Ensure you wear appropriate attire for web calls



ESTABLISH YOUR WORK ROUTINE



Start a personal daily routine to "go to work"

Establish a routine if you have children "as best as you can"

Ensure family & friends know your work hours

Ask them not to call you during those times

Limit personal phone use

To before or after your established home-office work hours

CREATE YOUR HOME-OFFICE SPACE

Establish a spot in your home to work from every day

Do not take your work outside of this designated workplace

Ensure you have good lighting in your workspace

Reduce excessive noise interruptions during business meetings

Ensure your work-space is organized

To ensure a comfortable working environment



ESTABLISH YOUR WORK HOURS

Manage your work hours with your employer

Do not routinely work longer

Ensure you take your bathroom & lunch breaks

Announce when you are "home" from your workday to the rest of your household

After work hours, stay away from your established workplace at home

Don't check for emails or calls late at night!

