

Five Tips for Working From Home

Tip #1: Set up a Designated Workspace

- x Keep work in the workplace - so that when it's time to be 'not working', you can leave your workplace behind
- x Identify your ideal space - preferably a designated room with a door and access to natural light
- x Pay attention

Tip #2:

Follow a Daily Schedule

- x Identify a consistent start time, break time, lunch, and end time
- x Create daily goals
- x Continue to use your office calendar - schedule work activities and meetings
- x Plan your breaks - get some fresh air, play with kids, fold laundry – whatever helps