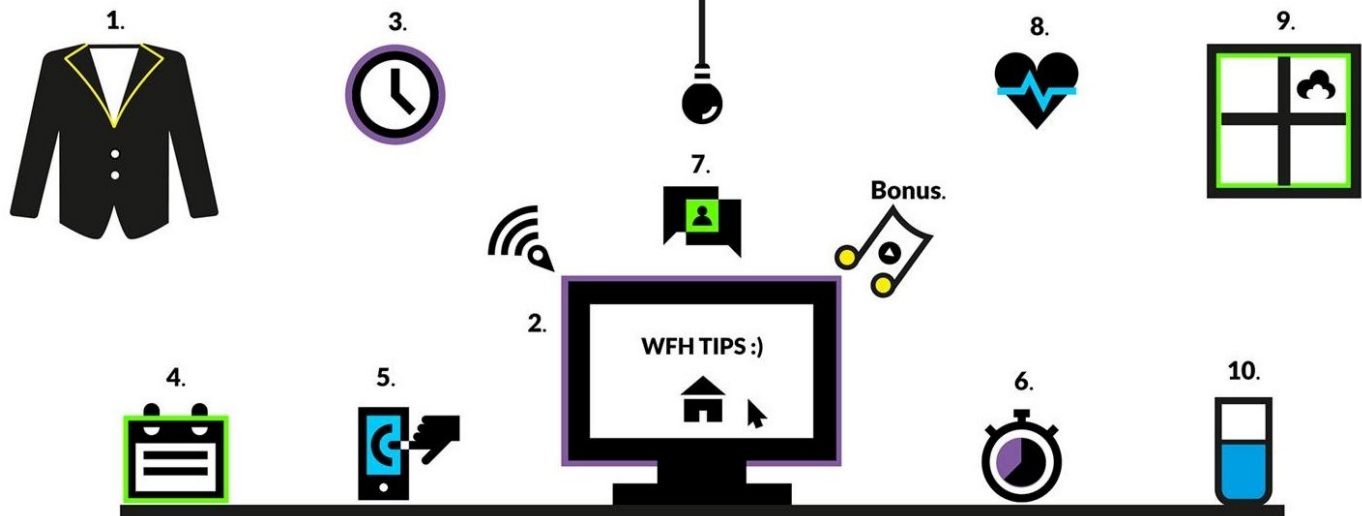


# TIPS FOR WORKING FROM HOME



## Tip 1: Get Dressed

Get up and get ready as if you're going in to the office. It helps to shift your mindset and prepare you to work.

## Tip 2: Dedicated Work Space

Working directly from the comfort of your own bed is not going to be productive. Find a quiet, distraction-free, dedicated space for yourself. Avoid living rooms and spaces where you are likely to interact with others.

## Tip 3: Maintain Your Schedule

Start and end work on time. It is important to put yourself in the mindset that you are working from an office by staying within your normal work times.

## Tip 4: Plan Your Activities

Structure your workday by planning out which tasks you need to prioritize and how many hours you're going to spend on each project.

## Tip 5: Avoid Distractions

There are always other household errands and tasks that need doing, but you are best to put those off until after your structured working hours as if you're not at home.

## Tip 6: Plan Your Breaks

It's extremely important to take 10-15 minute breaks away from your computer to refresh yourself and be ready for the next meeting/action/challenge.

## Tip 7: Connect Virtually

To help you feel connected, try calling a colleague or someone who you normally have a conversation with in the office for a quick 10-15 minute chat.

## Tip 8: Stay Physically Active

Going outside for a walk is highly recommended; however, with the COVID-19 concerns, you can stay active indoors—dance to your favorite song, do squats, or whatever you enjoy that will get you moving.

## Tip 9: Fresh Air

Ideally, it would be good to go outside for fresh air; however, due to COVID-19, we are being advised to limit our social interactions. Open your windows to let in fresh air and daylight, and/or go out into your yard for fresh air. If you do go out, be sure to wash your hands as soon as you return home.

## Tip 10: Stay Hydrated

Keep a bottle or glass of water by your computer, and every time you get an email or call, have a drink.

## Bonus: Background Music

Play some background sound to relieve the silence, simulate office chatter, and drown out distractions.