

HACKS FOR WORKING FROM HOME

1

Designate a workspace

Create a specific area for work. This allows you to shift from 'home' mode to 'work' mode. It also allows you to leave work at the 'office' when the day is done, even when the office is three feet away. Try not to work from bed or from the couch. Instead, create a desk area, even if you have to steal space from a closet.

2

Keep everything organized

According to WebMD, clutter can increase stress, decrease productivity and decisiveness, and make it difficult to focus. It may even cause weight gain. Don't let clutter negatively affect your state of mind or your waistline.

3

Stick to a schedule

The freedom to work whenever you want may seem great, but a structured schedule will help coworkers and customers know you're still there for them. Bonus: predictability boosts productivity. Parents with young children may need to be flexible here. But don't forget to set boundaries and ask your spouse for help. If your other half is also working from home, you may need to dovetail work hours and engage in a little tag-team parenting.

4

Don't forget to move

Humans are not meant to sit for hours on end. Try to get up every 90 minutes or so for a short break. Get a glass of water. Grab a snack. Take a walk around your yard if you can, or down the hall if outside is a no-go.

5

Expect the unexpected

Laptops die. The internet cuts out. Have backup plans for unexpected service or technology issues. This may include having an uninterruptible power supply available, an extra computer at the ready, or wireless internet to back up your fixed connection. It's also a good idea to upload important files to (secured) Cloud storage like Dropbox or GoogleDrive.

6

Don't forget to check in

You may be working alone but you're still part of a team. Don't forget to reach out to talk to your coworkers. See how everyone is doing, on personal and professional levels. This is especially important if you're a team leader. Remember: everyone is under a lot of stress right now. A little caring goes a long way to building unity while everyone is apart.

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