**Working from Home**

Location Location Location

* If possible, do not work/set up an office in your bedroom
* 2 schools of thought
  + A) set up *one* location as your dedicated workstation
    - When you are in this space, signals your mind that it’s time to work
    - When you are not in that space, you should not be working
    - Separates your home life from work life
* B) Or you could take advantage of the flexibility of not being trapped in one place
  + Transition where you work several times a day such as an office, back porch, front porch, living room, rec room, etc. for variety

Dump the Distractions

* put phone on silent and turn it face down, turn off TV, listen to music only station (no news)
* schedule breaks to check phone in order to catch up on necessary information and stay connected
* set an alarm when looking at social media to prevent losing track of time and losing focus

Keep healthy work habits

* set an alarm to start your day
* get dressed for work in comfortable clothes
* take a shower and brush your teeth as your normally would for going to work
* establish or utilize a routine – wake up time, start time, break times, end time
* schedule virtual meetings with colleagues to keep motivated and keep up to date
* set S.M.A.R.T. goals\*
* reward yourself with a break *after* a goal has been completed to keep motivated
* eat healthy snacks, make sure to break for lunch
* have something to look forward to in the evening

Create a healthy work environment

* if possible, set up in front of a window for natural light and fresh air opportunities
* put a small plant in your workspace
* use a comfortable chair and set timers for movement/stretch breaks
* get outside for a short walk to renew your energy and focus

Set up for success

* make sure you have the tools you need, e.g. sufficient internet connection, software, hardware (laptop, cell phone, headset / ear buds, printer / scanner), etc.

\*Follow the S.M.A.R.T. goal approach: Make sure your to-do list for the day / week includes tasks that are specific, measurable, achievable, realistic and time-bound.

<https://www.nytimes.com/2017/09/19/smarter-living/work-at-home-tips-advice.html>

<https://www.treehugger.com/interior-design/how-work-home-and-not-go-crazy.html>