



Working from Home— Tips from the Regionals

Have a designated workspace

- Create a space for yourself that will offer limited distraction.
- Communicate your expectations with anyone who is home with you.
- Let natural light into your workspace, if possible.
- Don't work from your bed!

Create a daily routine

- Set your alarm for the same time you'd normally get up.
- Remember daily hygiene – shower, get dressed, brush your teeth, etc.
- Make a check list of things you hope to accomplish each day.
- Write the list in order of importance.
- Block out dedicated time on your calendar for projects (i.e. hour each morning and afternoon for email, writing note cards, etc.)
- Discover when you are most productive and build your schedule around those times.
- Save your harder tasks for when you know you'll be in the right headspace for them.
- TAKE BREAKS – don't look at your computer for 8 hours straight!
- Stay active – you got more activity in the office than you probably realize.
- Get up and walk around at least once an hour.
- Plan for fresh air activity when possible.
- Take a lunch break as you normally would.
- Stay hydrated!

Stay connected with co-workers

- Check in with co-workers during the day.
- If you are used to asking about a co-worker's evening or weekend, still do that!
- Ask for help or guidance when you need it - though we're not physically in the same space, we're still a team!
- Join in on a Friday Lunch with Co-Workers

Meeting Etiquette

- Plan to join the meeting a couple minutes early to make sure everything is working properly (camera, microphone, etc.)
- Mute your microphone unless you are speaking
- Close unnecessary windows/programs on your computer to guarantee you stay concentrated on the meeting and not distracted by other tasks.

Disconnect at the end of the day

- Work/life balance is harder when you work from home. It can be easy to work indefinitely into the night.
- Shut your computer/close out of email and apps at the end of your workday.
- Shut the door to your workspace (if your workspace allows).
- Find ways to stay social with friends and loved ones.
- Have a virtual "happy hour" with friends, schedule check in time with family.