

# WORKING FROM HOME

# 101



# TIP # 1

## SET WORKING HOURS

One of the hardest aspects of working remotely is concentrating on the task at hand. It's easy to become distracted by the TV, what's happening on social media, kids home, pets needing attention or the mound of laundry that needs wash, dried and folded. It can also mean you find yourself working sporadically throughout the days, evenings and weekends which can negatively impact the work-life balance you are striving for. Set work hours just like you would when going into the office and clearly communicate to your family what your expectations are while you are working from your home office.

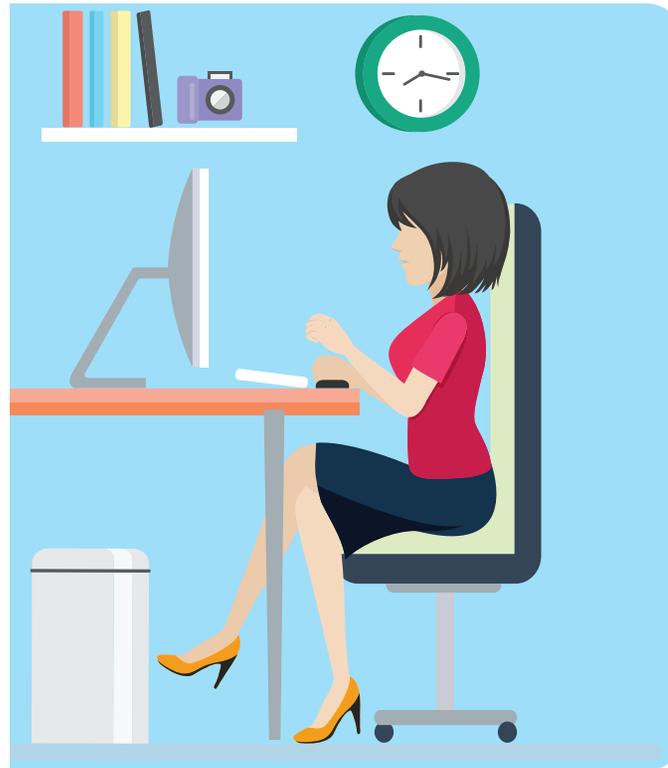
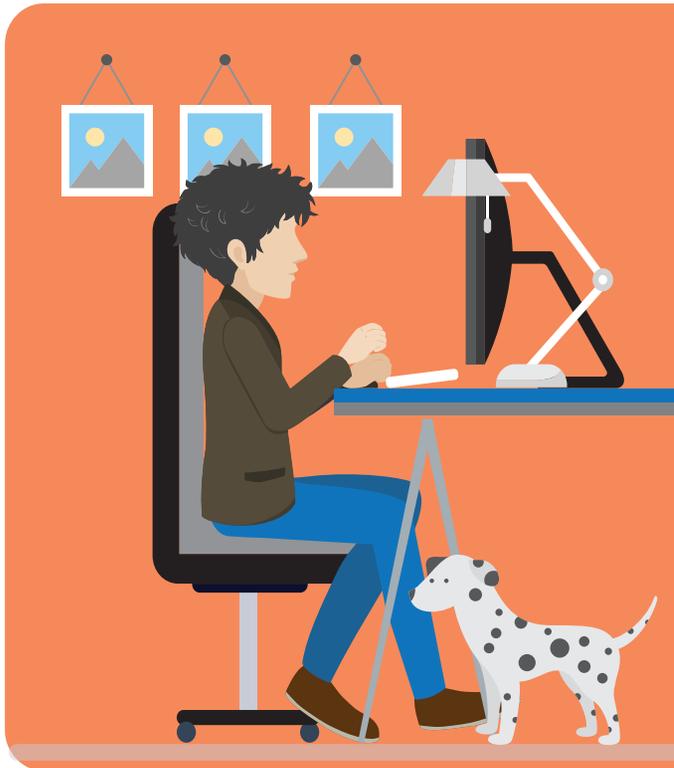


# TIP # 2

## GET DRESSED

It may seem like a simple tip, but it is crucial. It is tempting to stay in your pj's all day, but this can cause you to be much slower to start your day and be less productive. No need to dress up formally as you would

when going into the office, but the simple act of getting up and being on your normal routine of getting ready serves as a signal that it's time to wake up and get things done. It helps to make you feel confident and who knows when an unexpected video meeting may happen. Be ready and be presentable.



## TIP # 3

### GET UP AND GIVE YOURSELF A BREAK

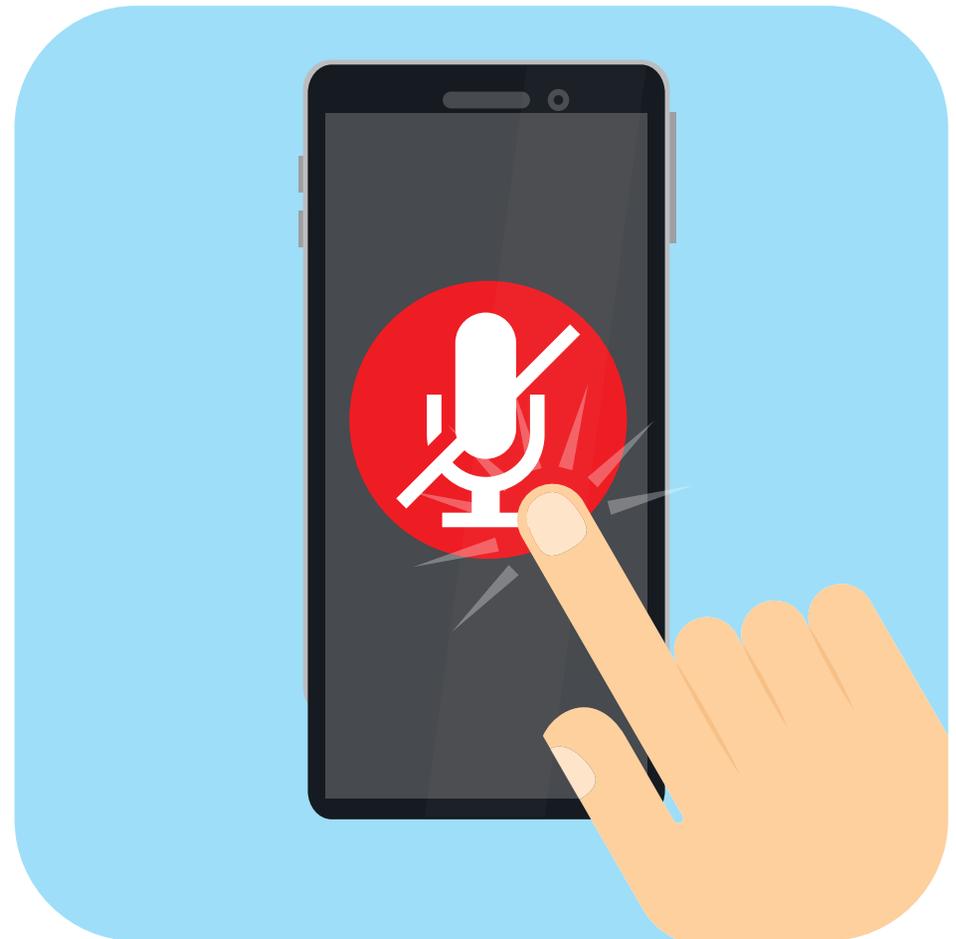
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## TIP # 4

### PUSH MUTE

When working at home, a very important courtesy to those on the other end of the phone line is to push mute when on a call unless you are speaking. This is especially essential when on a conference call with many people. With kid's home and pets ruling the house, there will indeed be unavoidable chaos at times in the background. Don't be hard on your family, your pet or yourself... we are all in this together and there will be times that we can't control the noise, but the mute button is most definitely a lifesaver.



# TIP # 5

## COMMUNICATE!

If you don't usually work from home, chances are you may be missing the social aspects you typically get at the office. Remember to take time to connect with your boss and coworkers on a daily basis. Don't hesitate to reach out to the same people you would typically turn to for help and it is important to pick up

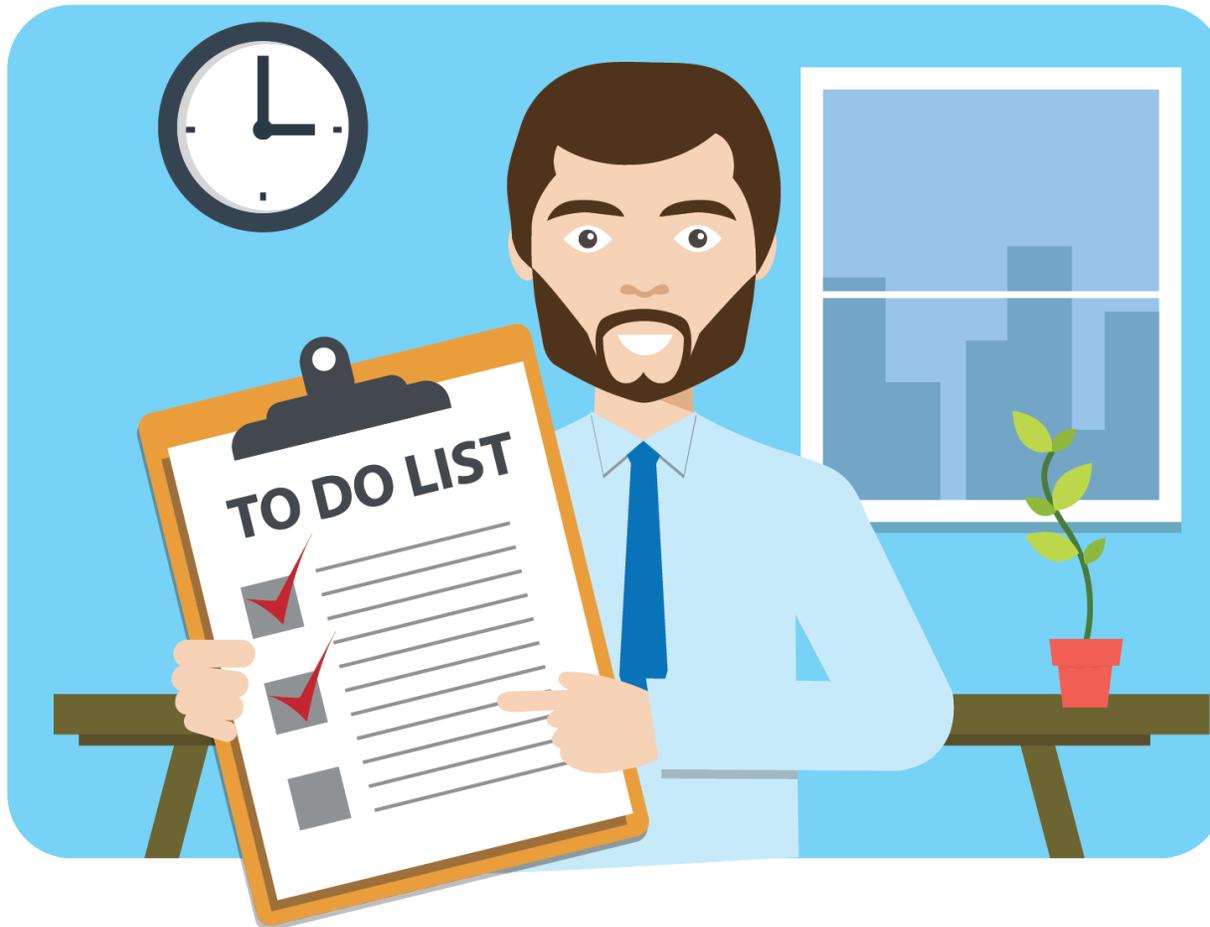
the phone or do video chat. This will help to cut down on miscommunication and break up some of the social isolation that can come with working from home.



## TIP # 6

### MAKE A TASK LIST

Create a list each day of what you want to get done and check it off as you go to help stay on schedule. You may want to put the tasks you like the least at the top and finish with what you like most. This will help to keep you on task and finish with your list quicker. Why not end your day on a good note by saving the best tasks for last.



## TIP # 7

### BE POSITIVE AND NOT HARD ON YOURSELF

Successful remote employees have a reputation for being very disciplined. It takes focus to manage a full-time job from home. If you should find yourself a little preoccupied with family at times during your day, cut yourself some slack, then get back to work. It's also important to stay positive. When you work remotely, you must stay positive and be sure when speaking on the phone or writing emails, to keep tones in check. Adopting the right attitude can convert a negative stress into a positive one!

