

# SEVEN SUGGESTIONS FOR SUCCESSFULLY WORKING AT HOME



# 1. MAINTAIN WORK HOURS

You've been given a start time and end time by your employer, but please also incorporate breaks into your day – make time for lunch and other short intervals away from your computer or papers

Establish this schedule early on and stick to it.

It's helpful to have some routine.



## 2. GET UP MORE THAN FIVE MINUTES BEFORE WORK HOURS START

Have breakfast, shower and dress before starting to work, like you would usually do.

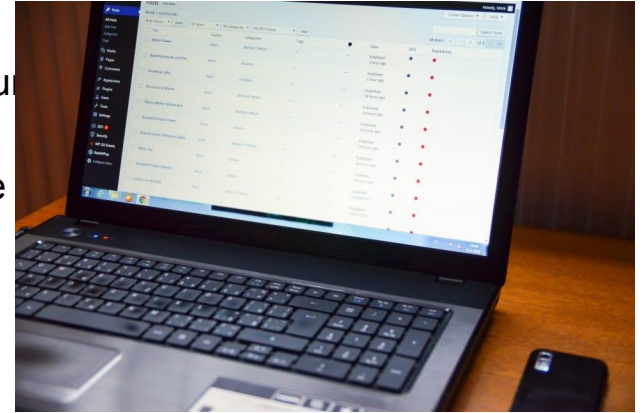
You may choose to dress pretty casually, but some differentiation between sleep clothes and work clothes is important for getting into a work mindset.



### 3. DESIGNATE A WORK SPACE

*Find a spot* where you can spread out work materials you need for the day that isn't going to interfere with the other activity in your home. Somewhere that is a flat surface but not where the kids could spill their juice or the dog might walk on your stuff. Because they will.

*Remember ergonomics.* It may seem like a treat to stretch out on the couch with your laptop or work from the recliner or you may be in the kitchen or using the coffee table. Wherever you're working, please support your back, neck and wrists properly.



## 4. STAY CONNECTED TO OTHERS

Organize ways to stay in touch.

Email works, but it's sometimes useful to talk to each other.

It's good for our mental health, too.

Just like you have staff or team meetings, set up regular phone or video chats with work-related agendas.

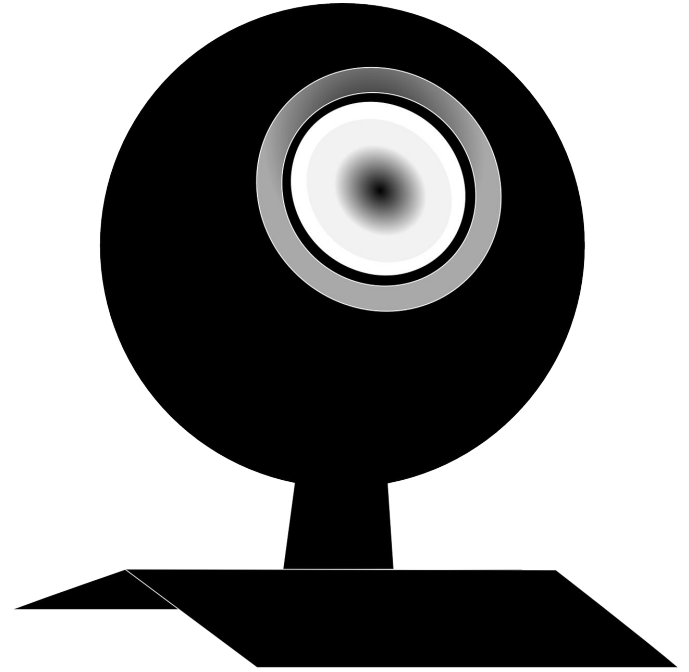


# 5. CHECK YOUR SURROUNDINGS

If you're having online meetings or video calls with co-workers and others, look around – what will be visible behind you during the call? Remember to protect your privacy and that of others.

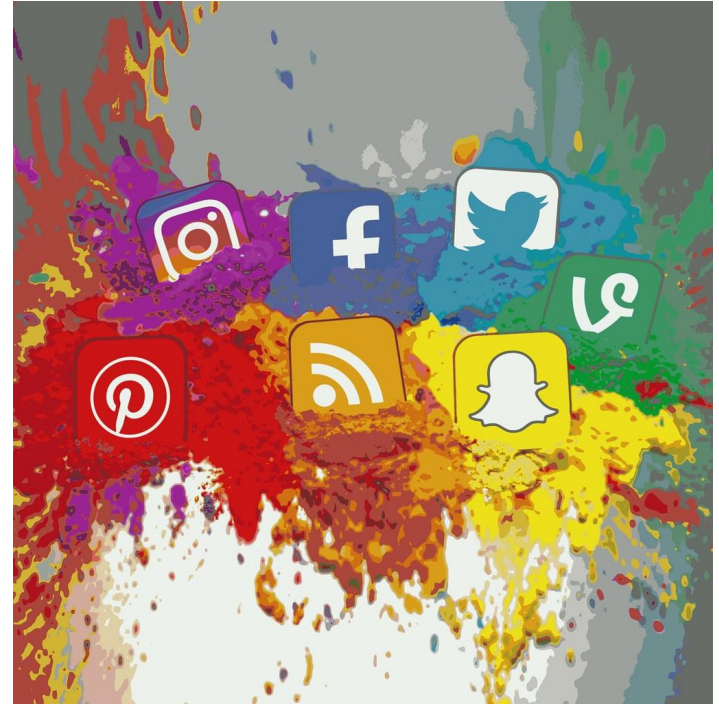
Remember, too, that it's important to maintain a professional standard. What you are wearing should be appropriate.

Please set up in a location that is quiet and controlled, with no distractions from family members or pets.



# 6. LEAVE YOUR PERSONAL SOCIAL MEDIA FEEDS ALONE

Unless you are specifically posting for work purposes, it's best not to use your personal social media feeds when you're on company time.



# 7. MOVE!

It's easy to take minimal steps when your work space is literally right beside your sleep space.

During breaks be sure to get up and move around.

Go up / down the stairs or step outside for fresh air. Take a walk, stretch, do some jumping jacks and stay well.

