

# Best Practices for Staying Productive While Working from Home

☑ **Stick To Morning Routine:** Get ready in the morning like you would on any other day. Wake up at the same time, take a shower and dress in regular clothes- don't stay in your pajamas. Make breakfast, walk the dog, watch the news. Continue whatever your normal morning routine is, even while staying at home. When you wake up and prepare for the day, as you would on any other day, you will be more inclined to start the day off strong

☑ **Designate a Dedicated Work Space:** Be sure that you have set up a dedicated work space while at home. Choose a location that is not directly in front of the TV or a space that you usually go to for relaxation. Even if you don't have a desk, set up a small table where you can have all of your work necessities, including computer, phone, headphones, speakers, etc. Be in a quiet room with good lighting or near a window, if possible, so you can also stay energized from natural light. Set up your "desk space" in an ergonomic manner so that you can stay comfortable during the work day. Make sure your family or housemates are aware that this space is needed to do your work so that you can be committed to staying focused during that time.

☑ **Create a Daily Plan:** Start every morning with a plan for that day. Think about what tasks you have to accomplish and what your priorities are. Try to stick to your schedule as much as possible while also building in breaks as necessary and as you would if were still on campus. Make sure to establish start and end times for your day. Sometimes working from home makes you feel "on" and connected all the time. It is important to set those boundaries so you can continue to have appropriate work life balance

☑ **Have a Communication Strategy:** Set up a regular communication schedule (daily, weekly, etc.) with your manager and team members. Make sure to keep in touch so you know what they are working on and they know what you are working on. Having a set time for communicating with your manager will help you to stay connected and provide you with a designated opportunity to ask questions and make sure you are meeting expectations. Decide on the best form of communication (phone, teams, video chat) and make sure any tools needed to practice that communication have been set up and tested. Information on available trainings and tools can be found on the [IT sharepoint site](#). Communicate with your manager or direct supervisor if you are struggling with any work from home strategies and want to talk through alternative options.

☑ **Encourage "Face-to-Face" Interaction:** While communicating with colleagues, when possible based on your resources, use the video function so you can continue to see people "face to face". Even though you may not be in the same room as someone, being able to have that virtual social interaction will assist in not feeling as isolated and will aid in communication

☑ **Commit to Response Time:** Continue to be timely and responsive with any communication that comes in, whether it be through voicemail or email. Plan to check your voicemail multiple times daily and set calendar reminders to ensure that you don't forget. Respond to emails within 24 hours so people know that you are working on things- it can be difficult to recognize when people are receiving emails while working remotely so responding with the answer, or simply stating that you are working on it, can be helpful in keeping people at ease.

☑ **Practice Self Care:** Ensure that you are still taking time to get fresh air throughout the day and that you are moving around to get your blood circulating. Practice some basic exercises in your home or outdoors. Eat healthy foods to keep your energy high and your mind sharp.