Tips to Remain Productive
When Working From Home

1) _Designate a space_: determine an area or room in your home that has both privacy & functionality; i.e. don't curl up on the sofa where you're more likely to slack off into relaxation. If possible, set up a desk area similar to what you are used to at work

2) _Mimic some of the same behaviors/routines each morning or day_: wake up at or around the same time you normally would. Make yourself coffee or tea and breakfast. Get dressed! Although you don't necessarily have to, getting dressed for the day, even in sweats, can fuel you to get moving better than remaining in pajamas all day!

3) _Set your schedule for the day_: writing our goals, time increments for breaks and meals, and checking these off can help you stay on track with your workload. Check in with coworkers & your supervisor(s) to maintain accountability. Scratching items off a list can feel rewarding & help you stay confident in your ability to do this!

4) _Minimize distractions as best you can:_ obviously, it's hard to maintain a quiet and productive work environment if family members are around with the tv on or constantly needing your assistance. Establishing schedules for them that mirror your work goals can be helpful; i.e. during the hour you need to work on a specific item, designate that hour for them to play outside or do an activity relative to their age/needs. Putting a sound machine on nearby or using a white noise app on your phone in the room with you while working can be helpful in blocking out noises and disruptions in the house or the sounds outside the window

5) _Unplug when done_: one of the most important steps when working from home, is unplugging and getting outside the "office" both on breaks and when done. If you're stuck all day in the confines of your home office, you will gradually become less and less content in that space. If you take your breaks outside and away from your laptop/phone, you will be better capable of resuming afterwards. When you finish your work for the day, turn off or minimize time spent on your laptop or phone otherwise. Fresh air and unrelated activities are encouraged!

6) _Interact with others virtually:_ Although you are unable to see coworkers, friends, and family outside of your home at this time, utilize technology to keep in touch and maintain the only type of social interaction we can while maintaining social distancing. Perhaps you and a coworker can schedule FaceTime, skype, or zoom chats to discuss your day. Use these tools to connect with friends and family on your breaks or when you finish your workload. Get outside and take walks. Even getting in your car and driving around listening to music or podcasts can help break up the monotony of being home all day without compromising a quarantine!

7) _Pick a project:_ now is a great time to find and start a home project or a self-care goal you've been considering! Cleaning out your garage, organizing your back patio, decluttering the room you intend to make your home office are all good low maintenance, yet essential projects you can do with or without the help of your immediate family and is a great way to wind down or utilize your energy when you finish working for the day.