

## Tips on Working From Home

Working from home can be a rewarding experience if you plan for success from the start.

- If space is available, create a designated work space of your own. Only work while in this space, don't take work into other areas of your home. Don't drag your laptop from room to room.
- Start early. You won't have a commute anymore, but get up, make coffee, and pretend you are going to the office or school. Dress like you're going to the office. Yes, you can work in your yoga pants, but nice yoga pants.
- Create a routine and try to stick to it. Set office hours for making calls and conducting business. Stick to those hours as best you can.
- Minimize distractions. We each find different things distracting, limit those that will prevent you from being productive.
- Schedule breaks into your work day and TAKE THEM. Get up, move, stretch, step away from the screen. Laundry is a great way to schedule chunks of time. For example, work on a project or make calls until the dryer timer goes off.
- Don't snack all day. I was thinner before my work from home job. Seriously.
- Be careful of social media, it can be a time sucker on a lazy Sunday afternoon and a killer during the work day, and people are watching - especially parents. If you considering the use of social media, create private groups for your parents, students, or fellow co-workers.
- Most of in education are social, so make a point to stay connected with your co-workers. Working from home can be lonely, especially when the move to this way of work was made so swiftly. Schedule times to
- Let everyone in your household know that you are at work, this will help limit distractions.
- Start by creating that that reflects your current day, but be flexible and prepared to change. You will find that a natural ebb and flow will develop over time and you'll be able to determine and set "office hours" during those peak times.
- Pick a time to end your day, stick to it. It's easy to burn out if you don't have distinct boundaries.
- Background noise can be helpful. Even if you think you work well in complete silence, it's more difficult than you think. Turn on the History Channel, it's probably not something you will want to sit and watch all day, but with the volume turned down, it can provide nice background noise.
- Step away from the computer and/or phone. Your eyes are not made to stare at this blue light for long periods of time. Step away, put it down.
- You can use the bathroom whenever you please!