

# TOP 10 TIPS FOR WORKING FROM HOME



## Create a morning routine

Pretending like you are going to work may help you prepare mentally. This may include having your morning coffee, eating breakfast and getting dressed (not many people come to work in their pyjamas!!).



## Pick a dedicated workspace

Try to make sure that you pick somewhere that is different to where you would normally relax with limited distractions.



## Take time for yourself

If you feel overwhelmed or stressed, remember to take time for yourself to meditate or do some yoga.



## Stay connected

Use technology to stay connected with your team and your manager. Schedule consistent check-ins and 121 meetings. Pick up the phone or schedule a video meeting!



## Take care of your body

Make sure you drink plenty of water throughout the day and try to get some fresh air when you can.



## Decide on start and finish times

Set a schedule for your day and stick to it! Having clear guidelines for when to start and finish work will help you to maintain a work/life balance.



## Set goals for the day

Structure your day like you would in the office. Organise your calendar, book in video meetings and try to reach your goals for the day.



## Avoid distractions

We often get distracted by our phones and various social media platforms. Turn off your notifications to avoid distractions.



## Take clear breaks

Sticking to regular mealtimes can help you keep to your schedule. You also need to give your brain time to think.



## Reflect and plan

At the end of your day, reflect on what you have achieved and plan/prioritise for the following day. This will ensure you get off to a great start the following morning!



What other tips do you have?  
Would love to hear them!