



# Tips For Working From Home

We work out of our home and have managed employees who worked out of their homes. We thought we would share a few tips for those of you who are now working from home.

- Schedule. Try to keep a schedule. It doesn't have to be the same as when you were in the office unless your company demands it. However, having typical working hours will help you keep your work life and home life separate.
  - Two traps that you can easily fall into:
    - Work becomes a 24 hour – 7 day a week event.
    - A tendency to play, watch TV, or do household chores
- Have a designated workspace if you can. This space may need to be shared with other activities, but it is best if you have a separate place that isn't where you relax. It is also helpful if that space allows you to leave out notes, files, etc. This reduces the chore of getting everything out and putting it away constantly.
- Breaks. The home environment is different than work where there are natural interruptions. You may have different kind of interruptions that you need to limit. In any case, make sure that every hour or so you get up, walk around, and stretch your legs and rest your eyes. Consider a mid-day walk if time and weather permits.
- Lunch. Don't eat lunch while working. This isn't a good idea any time, but many people do it. If possible, take a break and eat lunch away from your workspace or minimally put your work down while eating.
- Telephone and video meetings. Use technology to limit noise (e.g. headsets). Don't be afraid of the mute button. Use it as much as possible.
- Attire. I am personally not a fan of working in pajamas. If you choose to wear them, keep in mind the possibility of a video call suddenly arising. You might want to make sure you are presentable at all times. Additionally, wearing day clothes will help establish a work attitude.
- Pets. If you have dogs, try to give them non-squeaky toys or give them access to the outdoors while you are on business calls. Putting pets in a separate room often causes more of a ruckus than allowing them to roam where you are. If you can provide a pet bed near your workspace, everyone may be a lot happier.

- Children. Explain to them the situation. Even younger kids can understand a lot more than most people realize. Make sure they have activities to keep them busy. Use rewards for staying quiet during important meetings. Although electronic babysitters are frowned on in many situations, they may be an excellent option during critical meeting times.
- Ergonomics. Consider the ergonomics of your workspace. Unless you have a dedicated office, a good ergonomic environment may be difficult to achieve. Do keep it in mind, as bad habits and bad posture can pose long-term issues.

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