



10 tips for working from home

during the coronavirus 2019 outbreak



1 SET REGULAR HOURS

You may be working at the kitchen table, but remote work is still real work. Keeping regular hours will help create a sense of normalcy and productivity.



2 MAINTAIN A SCHEDULE

If you usually take a break or lunch at a certain time, keep it up! Maintaining a routine can guide you through your workday and keep you motivated.



3 MAKE YOUR OWN SPACE

Don't have a dedicated office space? Create your own. Find a place that will allow you to concentrate and keep any private work secure.



4 HAVE WHAT YOU NEED AT HAND

You can spend a lot of time hunting for staplers, pens, notepads and the like. Instead, start your day with the materials you think you'll need within reach.



5 SET GROUND RULES

If you're working in a shared space – especially with kids – have a conversation about what's reasonable for all involved. Do you need quiet during conference calls? Room to spread out? Hammer out those details early on so that everyone's on the same page.



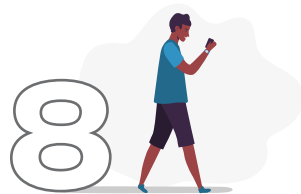
6 REDUCE DISTRACTIONS

We get it. The dishwasher needs to be emptied. The dog would really, really like to go for a walk. Keep distractions at bay by separating work time from personal time and cultivating an atmosphere conducive to work.



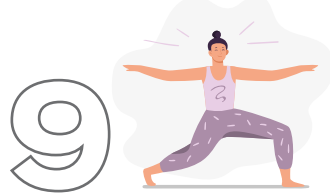
7 KEEP THE LINES OF COMMUNICATION OPEN

Out of office doesn't have to mean out of touch. Keep everyone in the loop about your progress and availability, as well as any challenges you may be having.



8 GET SOME FRESH AIR

A change of pace – and scenery – can help you refresh and recharge. If you need to clear your mind, try stepping outside. It's amazing how fresh air can generate fresh ideas.



9 WORK IN EXERCISE

Getting your blood pumping is a great way to wake up a tired or distracted mind. Practice a few minutes of yoga. Do a set of jumping jacks. You'll feel revived and ready to tackle whatever's next.



10 FUEL UP

Don't run on empty. Make sure you have healthy snacks on hand (think apple slices and peanut butter, mixed nuts and edamame) to keep you fueled up and thinking.