



# TIPS FOR SURVIVING WORKING FROM HOME

Keep your productivity and spirits high



## DESIGNATE A WORKSPACE

If at all possible, your workspace should be separate from your living space. Make sure you have a good work chair, a desk or working space and all materials needed for you to do your job.



## HAVE A REGULAR ROUTINE

Get up at the same time everyday and do the same things you regularly do to prepare for work (ie exercise, shower, get dressed, etc) Set certain hours for work and have a set time for a lunch break.



## TAKE FREQUENT BREAKS

It is a scientific fact that regular short breaks help the brain to focus, increase productivity, and reduce stress. Do things such as go for a short walk, throw in a load of laundry, empty the dishwasher, or play with your kids or pets.



## THINK ABOUT WHEN AND HOW YOU ARE MOST PRODUCTIVE

Do your most challenging work during your peak productivity time. Also think about what type of environment is most conducive to your productivity.



## BE HEALTHY

Make sure you are getting regular exercise and fresh air in addition to eating healthy foods and drinking water. Not only will this keep your spirits up, but it will be easier for your brain to focus.