

Top 5 Tips for Working from Home

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These days, being able to work from home is more important than ever. Here are the top five tips for making your work-from-home experience as productive and rewarding as possible.

Have a Dedicated Workspace

Whether you are fortunate enough to have a dedicated office space, or you are repurposing a corner of your dining room, having a dedicated space to work is essential to your work-from-home success. There are several key benefits to having a dedicated workspace. Friends and family members are less likely to interrupt you if you have a distinct place where you work every day. Your work materials will be in the same place from day to day; making it less likely that you will misplace a needed report, receipt, or document. Additionally, having your workspace will help keep you in the “at work” mindset and keep you focused on the tasks at hand.

Establish a Routine

Though your commute may have dropped from an hour to mere seconds, you should try to establish and maintain a daily routine. One of the employers' largest complaints about teleworkers is that they are unable to reach their employees when required. If you establish and stick to a daily work routine, you can avoid being one of those problematic workers. Working within a routine also allows you to structure your day and plan your non-work activities appropriately.

Dress to Impress

While it is tempting to attend those early morning meetings in your pajama pants, try to resist the urge to dress down while working remotely. How you dress while working from home can have a positive impact on your focus, drive, and professionalism. Many people who work from home recommend dressing as you would for a day in the office, right down to your accessories and shoes. By wearing your daily work attire, you are signaling to your brain that it is time to get work done, no matter how tempting it might be to stay in your sweats all day.

Take Breaks

One aspect of workplace culture that is easy to overlook is the number of breaks we take throughout the day. Periodic visits to the restroom, the water cooler, or a colleague's office provide an opportunity for active moments. Getting out of your chair and taking a break is important. Sitting for long periods has been proven to be a risk to your health, so remember to get up and stretch your legs every so often. While you may not have colleagues to visit while

working from home, a short break to go to the kitchen to get a glass of water will keep you hydrated, happy, and healthy.

Establish Your Boundaries

While working from home offers some great benefits, there are also some negative impacts that you should be aware of and plan for. A typical home offers far more distractions than dedicated office space. It is important to establish your boundaries during working hours. When you're supposed to be working, ensure that family members don't ask for assistance with chores or homework. Likewise, when going to the kitchen to refill your water or coffee, don't get distracted by the dishes piled in the sink. It can be tempting to just take care of what seems like a small task at that moment, but these small distractions add up to major losses in productivity for your day. To achieve your best success, try to minimize interruptions and distractions.

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