HUMANRESOURCES

WFH Tips



Choose a dedicated work space

Consistency helps you focus

Your Environment



Use technology to stay connected

Make sure your home network is reliable



Communicate expectations with anyone who will be home with you They need to understand you are "at work"



Buy a noise-cancelling headset with a mute button
Make sure you can hear and be heard

Get dressed Nothing fancy; just no pajamas





Keep your work area tidy

Minimize distraction and focus on your work

Pretend like you are going into the office

Your office is in your home for the day





Invest in a good chair

Your back will thank you

Pretend you're not home

Don't get distracted by that Amazon delivery





~ No background noise

> Love dogs but I can't hear vou

Stay out of the kitchen Don't add pounds just because it's there



Your Mindset

Housework is a no-no

The laundry can wait



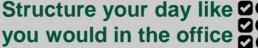
Client Logo

Client Tag Line

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WFH Tips

Your Productivity



Attend your meetings and work like you normally do



Work when you're at your most productive

Take advantage of the time when you are most productive



Keep a notepad and pen handy

Be prepared to write it down so you don't forget



Get started early Take advantage of

Take advantage of ■the time you saved not commuting

Prepare your meals the night before

You will be glad you did when that conference call runs over





Plan out what you'll be working on ahead of time

Make sure you bring home what you need

Take clear breaks

Get up a stretch or refill that coffee cup





Pick a definitive finishing time each day

Try to wrap it up at a regularly scheduled time

Your Time Management