

## Your Environment



**Choose a dedicated work space**

Consistency helps you focus



**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 you

**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

## Your Productivity

### Structure your day like you would in the office

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 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