

HERE ARE THE BEST TIPS TO BE **PRODUCTIVE** WHILE WORKING FROM HOME



- 1** Create a dedicated workspace (avoid working in your bedroom)
- 2** Get dressed and ready for the day
- 3** Set boundaries between home life and work
- 4** Communicate to others in the home that you are working
- 5** Get your technology in order
- 6** Know and avoid distractions
- 7** Take breaks and move around
- 8** Decompress at the end of the day... put away the laptop