

Work From Home

Best practices for being productive when working from home

Dr. Steve Brown
A Team Resource

Pretend Like You Are at the Office

- Choose a dedicated workspace.
- Dress and prepare as if you were going to the office.
- Structure your day like you would at the office.
- When engaging with people outside your team, they do not need to know your location. Communicate. as though you are at the office and be aware of what is behind you during video calls.

Keep Regular Hours

- Plan your start and finish times and stick to them.
- Take breaks. At the office natural breaks happen, so plan intentional breaks. Set a timer for 45 minutes, and then take a five-minute break to get up and get moving.
- Plan your lunch and snacks ahead of time to keep breaks from disrupting productivity.

Set Boundaries

- Communicate your boundaries with others who may be in your home.
- Diligently set boundaries around social media use. Use an incognito browser during work hours to curb the temptation of social surfing.
- Identify distractions and set boundaries to minimize them, such as not checking the news.

Avoid Total Isolation

- Stay connected to the team.
- Don't fear the phone — treat the phone like an office. Walk in and go for it!
- Use technology to have/create personal and intentional touch points each day.

Structure Your Day

- Plan your week ahead of time to know your priority list of what is urgent, important, helpful and interesting.
- Create a task list for each day to stay on track.

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Give yourself grace where needed because working from home is different. What you lose in community, you can gain in productivity. Finding your own rhythm of working well outside the office might take some time to figure out; experiment with what works well for you and process with your supervisor as you're learning a new way.

For further reflection...

What rhythms do you already have?

What new rhythms and structures could help you to maximize your impact?

How can you work social connection into your days?

What challenges do you have at home that are not a factor in the office? How can you set boundaries with those obstacles?

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