**TIPS FOR WORKING FROM HOME:**

* **Set up a designated workspace (an organized workspace- somewhere you can leave work behind at the end of the day)**
* **Establish a work schedule (e.g. a start and end time for work, lunch break, etc.)**
* **Take a shower, get dressed out of your P.J.’s, etc. even though you are working from home**
* **Use a calendar to schedule meetings, assignments, and tasks**
* **Create and maintain boundaries (e.g. answering emails or calls after work hours/lunch)**
* **Limit distractions (e.g. TV, cell phone, etc.)**
* **Schedule stress management breaks throughout the day and try to get fresh air**
* **Coordinate with family/roommates during important meeting times in order to prevent interruptions (i.e. children or pets interrupting a conference call)**
* **Schedule regular check-in with your boss**
* **Ask supervisors to prioritize tasks/assignments**
* **Conduct a mid-day check in to review accomplishments**
* **Create a timeline for bigger work assignments and break them into smaller tasks**
* **Create daily to-do lists**
* **Schedule alarm reminders for important meetings and assignments**
* **Organize your desktop and computer files**
* **Lean on your co-workers and supervisors for support**

