

HOW TO WORK REMOTE

Part One: Establish Routine

It's important to establish a routine when working from home. This will look different than your "normal" going to the office routine and that is ok. Set a schedule and stick to it to maximize productivity and maintain balance.

1.) Get Ready for The Day

- Wake up and get ready as if you were going to the office.
- Eat breakfast
- Make Coffee or Tea
- Do any other daily routines that you would normally do before you leave your house for work.
- During your "commute" time you can use this time to go for a walk, read a book, etc.

2.) Set Your Schedule

- Write out your work week
- Add in all meetings and block off your calendar with important deadlines
- Set times you are available and unavailable
- Make sure to add in breaks

3.) Minimize Distractions

- Create activities for the kids (See Ways To Keep Kids Entertained Here)
- Don't do household chores in between meetings
- Plan your meals ahead of time, and definitely don't try to cook a 5 course lunch

Part Two: Set Up Your Home Office

Having the right equipment and tools for working remote is key. Here are a few suggestions for setting up your home office.

- 1.) Make A Designated Space (either permanently or semi-permanently)
 - Keep away from areas of distraction
 - Make sure it is not a common area. i.e your living room or kitchen
 - Don't compromise the space.

- 2.) Get The Essentials
 - Desk or Tabletop: this can even be a fold up table if needed
 - Fully functioning laptop or desktop
 - Comfy chair
 - Stable Wifi

- 3.) Equip Yourself with Tools - Think of what tools you would need to keep business operating as normal
 - Webcam platform
 - Dropbox or Drive to keep files in
 - Slack to keep communication going
 - Spotify - because we could all use a mini dance break.

Part Three: Take Care of Yourself

Working remotely can feel isolating. It's important to take care of yourself when you work from home, especially for extended periods of time. Here are a couple of ways to make sure you are taking care of both your physical and mental health.

1.) Take Breaks

- Get outside
- Take a walk
- "Clock out" for 15 min increments
- Take a lunch break

2.) Eat Well

- Eat normal meals (not just eating small snacks)
- Plan them ahead of time
- Don't overeat

3.) Exercise

- Get your body moving for at least 15-30 minutes a day

4.) Check in with others

- Check in with you boss or coworkers to see how they are doing
- Call a friend or family member during one of your small breaks
- Slack for quick back and forth
- Facetime for more "face-to-face" interaction

5.) Implement time for "fun"

- It can seem like a boring life to just be eating, sleeping, and working. Make sure to implement something fun during your day. i.e. Painting or playing a board game with your family

6.) Don't panic

- Remember you can do this.