

1 CheatSheet: Work From Home

COMMUNICATION

- PDF Link: [cheatsheet-wfh-A4.pdf](#), Category: Communication
- Blog URL: <https://cheatsheet.dennyzhang.com/cheatsheet-wfh-A4>
- Related posts: [Cheatsheet: Driver License](#), [Cheatsheet Travel](#), [#denny-cheatsheets](#)

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1.1 Principles

Name	Comment
Create boundary of work	Boundaries increases productivity
Define transition time	Switch on/off the work mode
Plan meaningful breaks	Do some relaxing and enjoyable to bootstrap your energy level
Identity mva (most valuable activity)	Use your most productive timeslot for highest value tasks
Identity repetitive/recurring problems	
Identity your frequent distraction	Sit quite for several minutes, and list all distractions
Upgrade equipment in your workspace	Monitor, balance ball, adjustable desk

1.2 More Resources

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