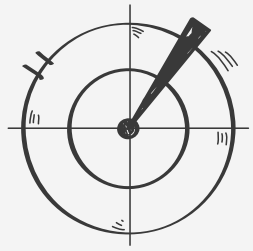


working from home

TIPS & TRICKS



ASSIGN YOUR DESIGNATED WORK SPACE.

Do have a designated space dedicated to work .

Don't work from bed.



SET WORK HOURS.

Do set clear hours and expectations for yourself.

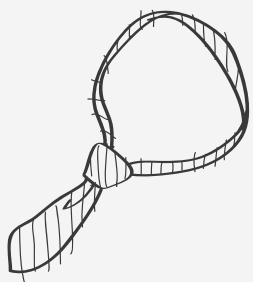
Don't lose track of work-life balance.



TAKE BREAKS.

Do step away from your work space for mental breaks.

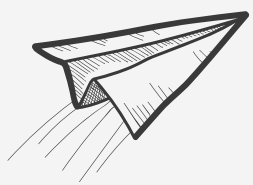
Don't get “sucked in” for a solid 4-10 hours.



GET READY FOR WORK IN THE MORNING.

Do maintain your normal work morning habits.

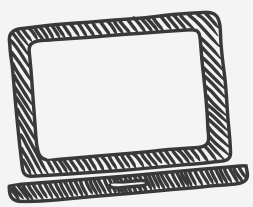
Don't stay in pajamas and lose track of self-care.



MOVE AROUND.

Do keep your energy by taking breaks to be active.

Don't stay stationary for hours on end.



WORK COMPUTER IS WORK. PERSONAL COMPUTER IS PERSONAL.

Do maintain boundaries for work-life balance.

Don't let all personal spaces become work spaces.



OVERCOMMUNICATE.

Do extra-communicate and overshare.

Don't assume anyone “already knows”.



REWARD YOURSELF!

Do celebrate and recognize your accomplishments.

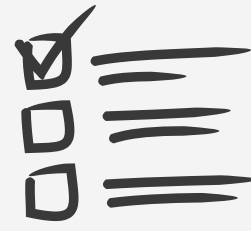
Don't let yourself go unappreciated or unrecognized.



WRITE IT DOWN.

Do take notes and document key-takeaways.

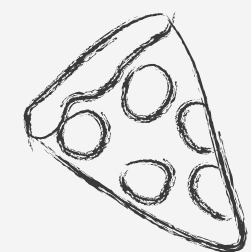
Don't forget to remind yourself of any action items.



HAVE DAILY OBJECTIVES.

Do set yourself achievable goals and track.

Don't lose sight of your continued accomplishments!



HAVE NON WORK RELATED CONVERSATIONS.

Do stay connected with teammates casually.

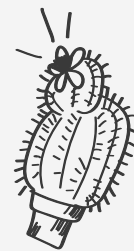
Don't become isolated and “work-only” 24/7.



USE YOUR WEBCAM!

Do maintain interpersonal connections in meetings.

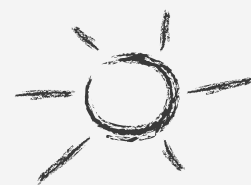
Don't forget to check your background!



HAVE A GLASS OF WATER ON YOUR DESK.

Do stay hydrated and healthy.

Don't forget to take care of yourself.



LET THE OUTSIDE IN!

Do open a window for the light and breeze.

Don't stay isolated in a dark room.



BE EQUIPPED.

Do reach out for supply/resource requests.

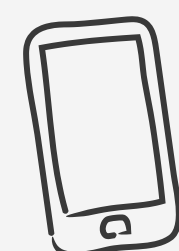
Don't “suffer in silence” - your team is here for you.



SHARE YOUR DISCOVERIES.

Do share suggestions that work for you!

Don't hesitate to talk to the team for more ideas.



MOBILE VERSIONS ARE MORE AVAILABLE THAN YOU THINK!

Do see what mobile options work best for you.

Don't underestimate the mobile options available!

**STAY CONNECTED, FEEL EMPOWERED, &
ENJOY THE WORKING FROM HOME EXPERIENCE!**