

7 Work-From-Home Productivity Tips

When your home is also your workspace, it can be hard to separate the two. Boost your focus, productivity, and collaboration with this light list of simple hacks.

TIP 1

Create Work Triggers

A commute helps your brain to get ready for the day, but what if you're just moving from the bedroom to the living room? Routines like drinking tea or coffee, meditating, putting on work clothes, reading the news, or writing a to-do list can help you mentally transition to work mode.

TIP 2

Stake Out Your Spot

Establish a workspace – whether it's an office, a dedicated work desk, or just a clean part of your kitchen table – to create a physical separation. Keep all work-related items confined to this area. If it's next to a window for some energising natural light, even better.

TIP 3

Set Working Hours

Distractions are hard to avoid when working from home, so establish office hours to keep other tasks from stealing your time. If you absolutely need to get chores done during these working hours, block off time on your calendar to keep your work and home life from overlapping.

TIP 4

Digitise Project Management

You have a lot to keep track of: deadlines, team tasks, your own to-do list, and more. Keep everything in one digital location that's accessible from home – or anywhere. Project management tools like Houzz Pro's schedule feature help you organise everything that needs doing.

TIP 5

Stay Connected

Collaboration takes extra effort when you're remote, so set up specific channels to keep your team engaged. Apps like Slack and Teams connect everyone instantly, while daily logs, task assigning, and messaging within Houzz Pro consolidates all of your team's communications.

TIP 6

Make a Move

Sitting in front of a computer can be hard on the body, so use remote work to your advantage by scheduling movement breaks. A 30-minute walk, a few living room stretches, or even replacing your chair with a yoga ball for an hour engages both your muscles and your mind.

TIP 7

Lean On Experts

With remote work becoming the norm, virtual help is always within reach. Our team of in-house experts at Houzz can help you improve your online presence, streamline processes, strategise growth, and more.