# Work from home checklist

## Room

* Room is dedicated to work
* Room is isolated from the living room or TV & kitchen
* Room has a bolt from inside. You can lock yourself up while working
* Room has enough water storage and light beverage, so you can work for 4 hours undisturbed
* Room has a decent setup with ergonomics for you to work
* Room has Uninterrupted power supply
* Room has good wifi connectivity, at least 10Mbps
* Room does not have TV or any addictive entertainment which turns on with a click of a button

## Family

* Family is aware of your work timing
* Family has committed not to disturb you at work
* No events or functions planned during office hours
* No child or pet will be put under your supervision during work hours
* Guest visits to be kept at a minimum, zero is preferred
* No home chores are expected during work hours

## Self

* Time blocking work hours every day from the same start and end time
* Phone to be kept silent, offline and in another room preferably
* No TV or Video sites to be opened in-office hours.
* Reading tech/news blogs not allowed in office hours
* Workplace exercises allowed
* Lunch break at the same time every day
* No afternoon nap
* Attend your coworkers or team needs, every single day
* Do not be on and off to work, plan your day, and do not let any burnout
* No slacking at work even if nobody is watching over the shoulder
* Meetings to be given undivided attention
* Keep note-taking pad ready during meetings