

SUCCESS+

# 10 COMMANDMENTS OF REMOTE WORK

How Thou Shalt Optimize Working from Home



## 1. Thou Shalt Establish a Routine

Thou shalt enhance productivity with a consistent schedule for when thou rise, break fast, and turn on devices to begin the day.



## 2. Thou Shalt Not Work From the Couch

Thou shalt establish a set work space in thy home of residence to eliminate distractions and maintain good posture.



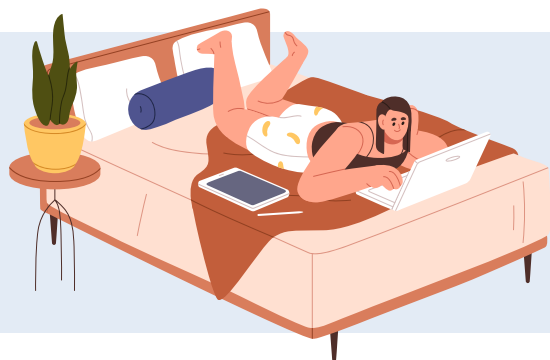
## 3. Thou Shalt Take Regular Breaks

Thou shalt raise from seated position to stretch, take small walks to prevent bodily ailments, and provide mental reprieve from shiny screens.



## 4. Thou Shalt Not Open Emails After Nightfall

Thou shalt maintain set hours from whence to be called upon and maintain boundaries between life and work.



## 5. Thou Shalt Assume Good Intentions

Thou shalt not overthink the cadence of written communications from colleagues and shalt request clarification when in doubt.



## 6. Thou Shalt Not Continue Long Email Threads

Thou shalt maximize use of communication platforms to accomplish tasks. After three emails on the same subject, thou shalt put down thy digital pen and speak via phone or video with colleague directly.



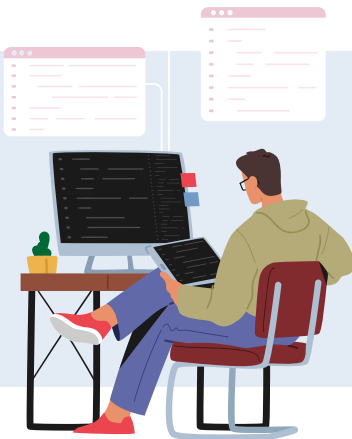
## 7. Thou Shalt Change Scenery to Avoid 'The Rut'

Thou shalt set aside time to work in another location, such as a library or cafe, in order to refresh thine eyesight and change scenery.



## 8. Thou Shalt Not Isolate Thyself

Thou shalt not go days without conversing with colleagues. Thou shalt find methods to engage with others at work through shared Slack or Teams channels and identify ways to talk with colleagues to maintain a sense of community.



## 9. Thou Shalt Schedule Uninterrupted Work Time

Thou shalt establish regular time periods when thine art is not to be interrupted with non-time sensitive notifications while completing important tasks. Thou shalt engage in use of "focus time."

## 10. Thou Shalt Document To-Do Lists

Thou shalt create and update a list of assignments each day to boost motivation and focus in lieu of falling captive to the lairs of thine inbox.

