# Customer Care Work from Home (WFH) Tips to be Successful

**Description:** Tips to be successful when working from home.

**Improve your success using the tips below:**

* Have a workspace dedicated for your home office complete with desk and computer.
* Establish new routines to begin and end each workday.

**Examples**: Exercise, take a walk around the block, healthy eating habits, and so forth.

* Take breaks according to your pre-determined scheduled time throughout the course of the day as you would in the office setting.
* Establish and enforce ground rules with your family and neighbors so that they know you are at home working.
* Place a note on your doorbell advising people not to disturb you (to avoid distractions).
* Keep in touch with your office and team members on a regular basis or at designated intervals.
* Plan to participate in team meetings, trainings, seminars whether virtually or onsite.
* Plan to make trips back into the office as directed by your leadership team.

**Examples:** Onsite training or equipment replacement

* Do not change your work schedule or routine unless pre-approved through the normal process.
* Do not cancel existing child or family care plans in place to Work from Home.
* Talk to your Supervisor about any problems that may arise immediately.

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