

# Working from home – tips and suggestions

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# “Working” from home!

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# Preparing for work

- Set up a dedicated workspace
- Get ready like you would go to office
- All of this is just to get you mentally prepared



# Starting work

- Remember that you are remote
- Make your presence felt!



# What about distractions?

- Classify your distractions, and develop strategies to tackle them
- Two common types:
  - ◆ Family
  - ◆ Self-induced distractions

# Would you do this in office?

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# What about the rest of the time?

- Take care of physical and mental health
  - Exercise!
  - Meditate
  - Pick up a hobby
- Make use of the extra time – learn something new

# Questions or Suggestions?