



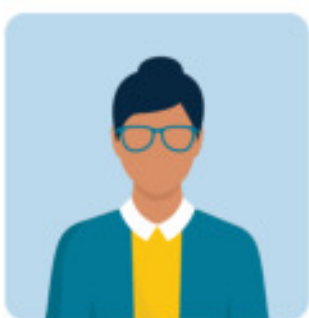
# 6 Tips to Work from Home During Social Distancing

For a lot of people, working from home sounds like a dream – freedom, no commute, work in your PJ's. But now with COVID-19, schools canceled, gyms closed, social distancing, working from home can be tough – especially since the timeline of how long we'll be working from home is up in the air. Here are some tips to help structure your time so you stay productive and on task.

1

## Get Up and Get Dressed.

It seems logical, but keeping your regular schedule and processes will get you into the right work mindset and help you get your day started on the right track.



2

## Schedule Your Day.



Make a to-do list and schedule specific time for each major task. People are doing this to help keep their kids stay off of screen time and give them structure. Do the same for yourself. Schedule in lunch, a walk around the block and a coffee break.

3

## Stay Connected.

Socially distancing can be tough. Make sure to plan time to talk to your team, boss, co-workers and friends and reach out to Facebook or LinkedIn contacts each day!



4

## Take Breaks.



In the office you chat with co-workers, grab a cup of coffee and catch up with team members. So remember, not every minute in the office is 100% productive, so it's ok to take a break at home, too. Stay focused, but realize it's ok to do the laundry or empty the dishwasher as long as those tasks don't derail your whole day.

5

## Work Space.

Set up a specific work space. You'll be more focused if you get out of the bedroom and sit in a chair or at the kitchen table! Have your chargers, notebooks and any other things you're used to having handy.



6

## Maintain Boundaries.



Maintain boundaries between work and regular life. It can be hard to manage your time while you are working from home. Try to keep a healthy lifestyle and get outside for a walk during lunch. If you need ambient noise while you work, take a break from the constant news-cycle and find a good play list to have on in the background!



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