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Ways to stay PRODUCTIVE while working from home



BUILD A HEALTHY DAILY ROUTINE

Work from home does not mean that you have to be “on” all the time. Build habits that help you maintain a sense of normalcy.

<p>01 </p> <p>MAINTAIN REGULAR WORK HOURS. AVOID OVERTIME.</p> <p>SET PRIORITY</p>	<p>02 START AND END YOUR DAY WITH A ROUTINE </p> <p>AM: wake up, get dressed etc. PM: take a walk, have coffee etc.</p>	<p>04 </p> <p>SET A DEDICATED WORK STATION AND GROUND RULES AROUND IT</p> <p>E.g. Kids not to disturb during work hours.</p>
<p>03 SET FREQUENT BREAK TIMES FOR LUNCH/COFFEE </p>		

TAKE CARE OF YOUR PHYSICAL & MENTAL WELLBEING



Change of work environment often causes stress and anxiety. A healthy body and mind will keep you stay productive during this period.

<p>05 STAY ACTIVE. EXERCISE WHENEVER POSSIBLE. </p>	<p>07 MAINTAIN BREAKFAST/LUNCH SCHEDULE. DON'T SKIP MEAL </p>
<p>06 SET YOUR DESK AND CHAIR AT OPTIMAL HEIGHT FOR A HEALTHY POSTURE </p>	<p>08 STAY POSITIVE WE ARE IN THIS TOGETHER </p>

STAY CONNECTED WITH YOUR TEAM



It's easy to feel lonely while working from home. Stay connected with your team to maintain your motivation.

<p>09 </p> <p>CHECK IN WITH YOUR TEAM FREQUENTLY. MAKE TIME FOR SMALL TALKS</p>	<p>10 </p> <p>USE VIDEO CAPABILITIES DURING MEETINGS</p>	<p>11 </p> <p>KEEP YOUR TEAM INFORMED ABOUT YOUR PRIORITY & WORK PROGRESS. OVERCOMMUNICATE IF NEEDED.</p>	<p>12 </p> <p>ENSURE YOU HAVE ALL THE TOOLS AND ACCESSES REQUIRED TO COMPLETE TASKS REMOTELY</p>
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