12 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.

01 MAINTAIN REGULAR WORK HOURS. AVOID OVERTIME.

02 START AND END YOUR DAY WITH A ROUTINE
   AM: wake up, get dressed etc.
   PM: take a walk, have coffee etc.

03 SET FREQUENT BREAK TIMES FOR LUNCH/COFFEE

04 SET A DEDICATED WORK STATION AND GROUND RULES AROUND IT
   E.g. Kids not to disturb during work hours.

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.

05 STAY ACTIVE. EXERCISE WHENEVER POSSIBLE.

06 SET YOUR DESK AND CHAIR AT OPTIMAL HEIGHT FOR A HEALTHY POSTURE

07 MAINTAIN BREAKFAST/LUNCH SCHEDULE. DON’T SKIP MEAL

08 STAY POSITIVE. WE ARE IN THIS TOGETHER

STAY CONNECTED WITH YOUR TEAM

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

09 CHECK IN WITH YOUR TEAM FREQUENTLY. MAKE TIME FOR SMALL TALKS

10 USE VIDEO CAPABILITIES DURING MEETINGS

11 KEEP YOUR TEAM INFORMED ABOUT YOUR PRIORITY & WORK PROGRESS. OVERCOMMUNICATE IF NEEDED.

12 ENSURE YOU HAVE ALL THE TOOLS AND ACCESSES REQUIRED TO COMPLETE TASKS REMOTELY