talent lms

The **Work-From-Home** Guide for People Who Have Never Worked Remotely

1. Set yourself up in a comfortable (but distraction-free) environment.

If you'll be working from your home (and not a coffee shop or library), then it's a good idea to create a designated space in your house where you will do work. That doesn't mean you can't move around and work from different spots, but you should have a specific spot you can go back to and reorient yourself into work mode.

2. Make sure your internet connection is strong and secure.

Chances are you'll need the internet to get work done, so it's important to take care of this ahead of time. Move your WiFi router closer to your work area so nothing interferes with your signal. Have your provider's support number handy in case you experience any unexpected issues.

3. Have a pair of headphones on hand.

It's not unlikely that a co-worker might need to call you to touch base on a project or task. Headphones are useful for two main reasons. First, your calls are more productive when both hands are free to type or write while speaking on the phone. And second, good input and output audio quality mean better communication.

4. Make sure your company messaging apps are open, with notifications enabled.

When you're working from home, there are three words you must remember: "Business as usual." It's important that you're just as reachable as you would be if you were in the office, and that you use the official communication platforms that your company has provided.

5. Make a plan, and stick to it.

In the office, it's easy to naturally fall into the cycle of the workday, but that's not the case at home. Create a schedule for yourself at the beginning of the day. Plan out when you'll do focused work, when you'll have calls with other coworkers, and when you're officially off the clock. A clear schedule allows you to draw a line between your working and non-working hours - an important distinction to make when you work remotely for extended periods of time.

✔ **Pro Tip:** Schedule a call after lunch. That way, you're not tempted to waste time after the food coma sets in, since someone will be expecting you on the other end of the line.

6. Don't forget to take breaks.

Making time for breaks is easier in the office. Someone will inevitably strike up a conversation with you in the hallway, the kitchen, or "around the water cooler". But when you're home alone, you may need to set an alarm to remind yourself to pause your work every so often to keep your brain fresh and on task.

7. Write down everything you accomplished.

At the end of your workday, make another list where you note down everything that you managed to get done. Compare this list with the schedule you made in the morning and see how many of those things you actually accomplished. You can identify which points in your day were less productive, and optimize your schedule moving forward.

## 8. Take advantage of the alone time.

View this as an opportunity to do the work that's impossible to get done in the office. Some tasks require uninterrupted focus, which can be hard to come by in an environment full of people and distractions. Use the days you're working remotely to accomplish these tasks in peace and quiet.

✔ **Pro Tip:** Now is a good time to get that online training that you've been putting off done. It's something you can do at your own pace, uninterrupted.

9. Go out of your way to engage with people.

When you're having a meeting, choose a video call instead of a phone call. This can help minimize feelings of loneliness since you're no longer in a communal space. It's also a motivator to still get dressed for work as if you were going to the office-pajamas can be a productivity killer.
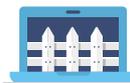
10. Set boundaries.

If you're working from home and don't live alone, you need to establish rules. That means you need to communicate when it's okay to interrupt you, and when you need to be left alone. This can be the hardest tip to follow, but if your cat keeps sitting on your laptop when you're trying to type, then you probably shouldn't be in the same room together.