- **Create a dedicated office space.** If possible, use a separate room with a door. If not, work to carve out a quiet space that's free from distractions. Check your company policies regarding data privacy and equipment security.
- **Mind ergonomics.** Strive for a setup that supports efficiency, productivity, and protects your health. Prioritize comfortable, supportive seating, good lighting and computer proximity.
- **ual perk , consider the impact on your mindset. I t ô s important to recognize what helps you to feel motivated , successful and energized for work.**
- **Organize your day.** Working at home requires a disciplined mindset. It's important to organize your day by setting daily priorities. Schedule your day as if you were in the office, including breaks away from your desk and for lunch. Put them on your calendar to reinforce.
- **Build in motivators.** Working at home means you also need to supply more in-the-moment encouragement. Figure out what feels rewarding ï like a virtual ñhigh fiveò ï and use that to energize and propel you through the day.
- **Be aware of distractions.** Notice what draws your attention away from work and be proactive about avoiding those situations. For example, put a sign on your front door for deliveries. Let personal calls go to voicemail. Address personal tasks during breaks only.
- **Set boundaries with family and friends**. Make sure they understand that even though you're home, you are working. Be clear about work hours and when you can interact and when you can't be disturbed. A visible ñDo Not Disturbò sign can be helpful.
- **Communicate well.** Be comfortable, confident, and well-versed on all technology used in your role. Explore tutorials or ask for additional training if needed. Use care to be professional in all communications. Always be prepared and punctual for meetings. Speak up; be engaged and an active contributor. Minimize multitasking.

Staying connected

- [ ] **Be responsive.** Be readily accessible via phone, email, or instant messaging. Be sure